mcis

MCIS Claim Editor User Guide

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Introduction

How to use this guide

This user guide is designed to support you following your MCIS training. The guide is broken down into clear sections so that you can pick out the functionality that you are interested in re-visiting, revising or reminding yourself of. The user guide can be used in conjunction with the online help within the MCIS system.

About Claim Editors

The Aggregate Claim Editor role allows an Intermediate Body user to process aggregate claims so that the Intermediate Body can be reimbursed for the Beneficiary grant paid out.

The Claim Editor role in MCIS allows the user to:

- Draft a claim for a project in line with the agreed monthly or quarterly claim schedule
- Submit a completed claim for review, prior to submission for payment, to the Claim Reviewer.

This role will be allocated to:

- Intermediate Body Users. It will be the responsibility of the Intermediate Body to submit to the Certifying Authority their aggregate claim in order to be reimbursed for the grant paid out to beneficiary organisations.

Note: Until MCIS is rolled out to Applicants, nominated personnel within the Intermediate Body may assume the Claim Editor role and key in claims on their behalf.

Claim Editor Team Leaders

A claim editor allocated a 'team leader' status on MCIS can, in addition to the tasks above:

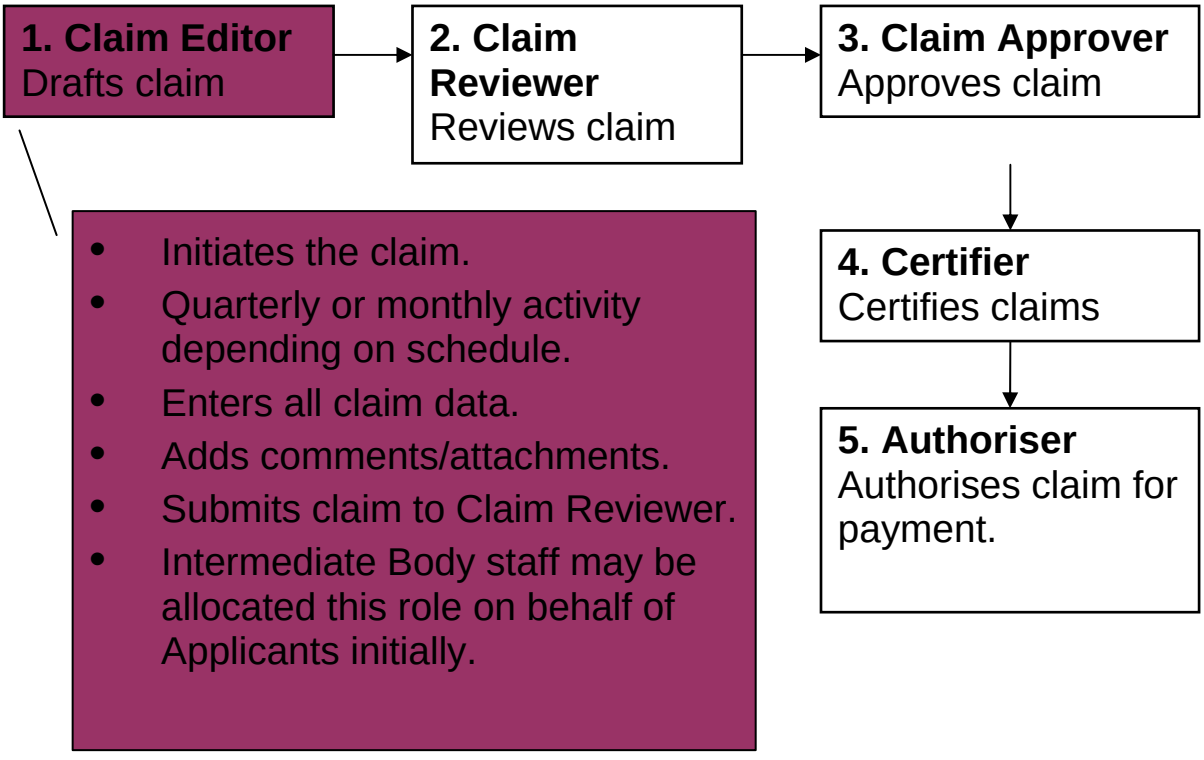
- Access a claim 'locked' under another claim editor and route it on to him or herself, or another claim editor.

This feature of MCIS ensures that claims locked against a claim editor who is out of the office on holiday or sick leave for example can be 'released' and re-allocated to another member of staff to action.

Note: It is recommended that all users are allocated 'Team Leader' status.

The Claims Process on MCIS

The stage in the MCIS workflow which is covered by this guide is outlined in the shaded boxes below:

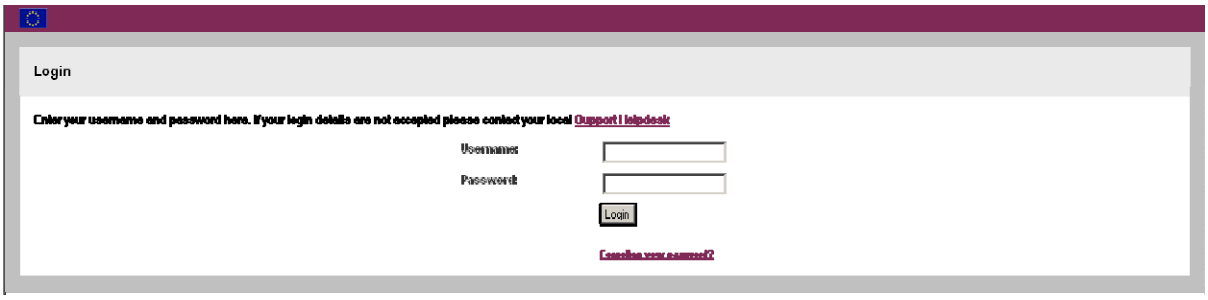


Note: If, during the drafting or review of a claim by the Applicant organisation, the project is 'suspended', the claim will be returned to the claim editor who initiated the claim.

Logging in and out of MCIS

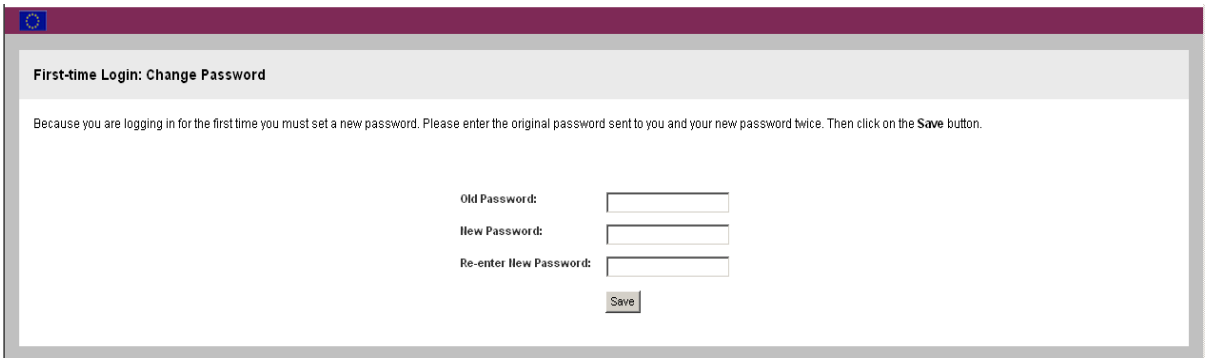
Login

To log in to MCIS, go to the home page of the ERDF for England website - www.erdf.communities.gov.uk - and click on 'login'.

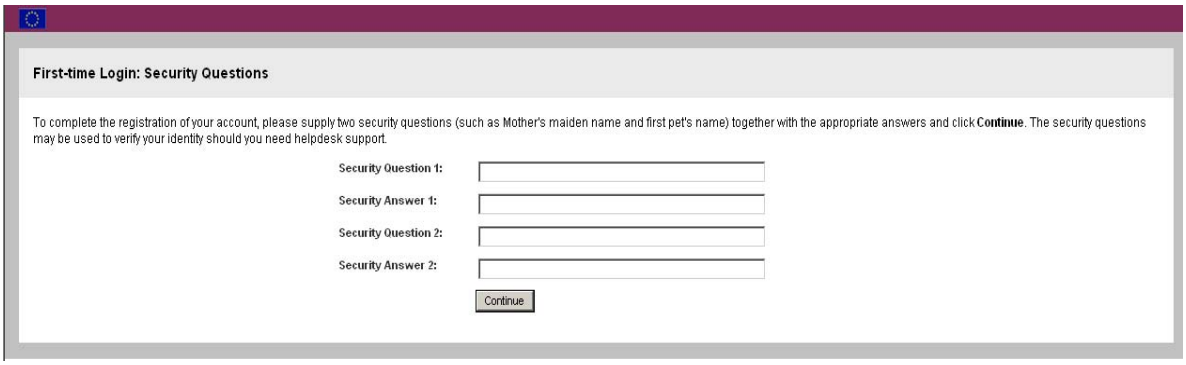

Login
Enter your username and password here. If your login details are not accepted please contact your local Support / Helpdesk
Username:
Password:
Login
Cancelled your password?

1. Enter your Government Gateway Username and password. Click on Login.
2. The first time you log-in as a new user, for security purposes you will be asked to change your password. You are also required to add two security questions and answers. These will be used to validate your identity if you should forget your password in the future.

Change Password screen


First-time Login: Change Password
Because you are logging in for the first time you must set a new password. Please enter the original password sent to you and your new password twice. Then click on the Save button.
Old Password:
New Password:
Re-enter New Password:
Save

Security questions at first logon


First-time Login: Security Questions
To complete the registration of your account, please supply two security questions (such as Mother's maiden name and first pet's name) together with the appropriate answers and click Continue. The security questions may be used to verify your identity should you need helpdesk support.
Security Question 1:
Security Answer 1:
Security Question 2:
Security Answer 2:
Continue

3. On subsequent log-ins, your home page will display.

Notes:

- Once you are logged-in, MCIS will not generally request further proof of your identity. It is therefore essential that you do not share your ID and password with anyone.
- If you have not received a MCIS ID and password prior to go-live contact your Intermediate Body MCIS helpdesk.
- If you want to change your password click on the Personal Details tab, and select 'Change Password'.

Logout

Click on the Logout link in the top right navigation bar.

ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
MA User Administrator (Tester) for: Managing Authority - DCLG
Home | Reporting | Logout

Home: Tasks

To display this screen

The 'Tasks' screen is your home page and is always the first page that displays after you log in to MCIS. To return to this page at any time during your MCIS session click on the 'Home' link in the top right navigation bar.

About this screen

Your Task List displays tasks relevant to the role or roles that you have been allocated. For the purpose of this guide we will focus only on tasks relevant to the Claim Editor.

Tasks in the list can be either open or locked:

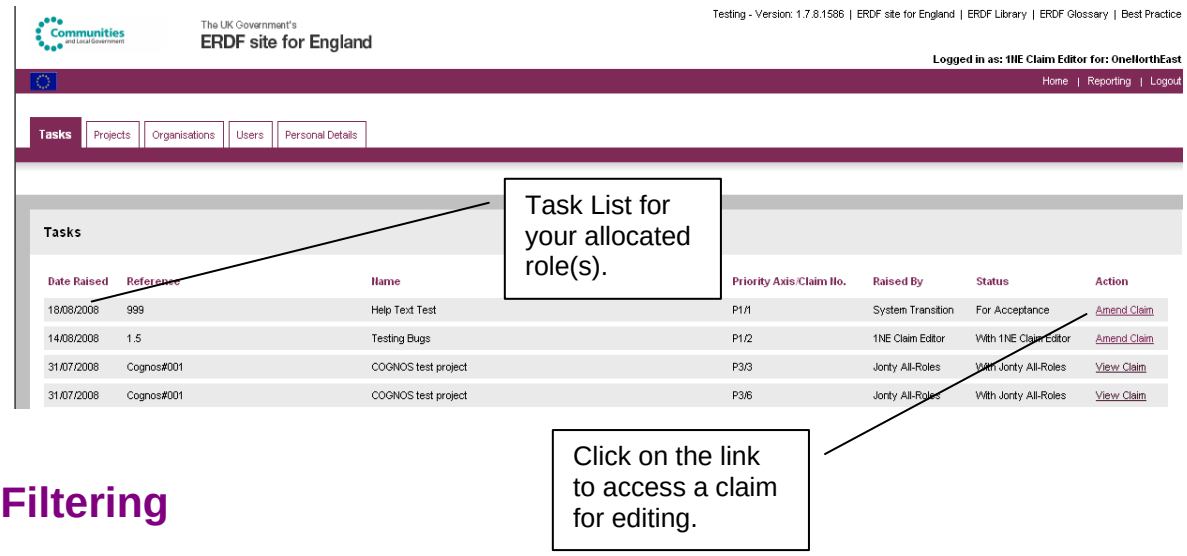
Task Status	Description
Open	Anyone with the appropriate MCIS role can take up and complete. These tasks will display with a status of 'For acceptance'. To pick up an open task click on the link in the Action column.
Locked	Only the named user can take up and complete. The status will contain the name of the user who currently owns the task. If a task is routed to a new user then the status will display as 'Routed to x', where x is the user's name, until the user accepts the task.

For the Claim Editor, the Task list will only show 'locked' claims, i.e. those that are being worked on by another claim editor within your organisation, or claims that have been returned to you by the Claim Reviewer or Claim Approver for amendment or further information. These will display with an Action of 'Amend Claim'.

Claim Editors do not initiate new claims from the task list. To open a new claim for drafting you must navigate to the claim schedule screen, as described in the next section, initiate a Claim.

Note: If you do not submit your claim by the due date, you will receive an email reminder:

- If the claim is monthly, you will receive a notification one week after the end date of the claim period.
- If the claim is quarterly, you will receive an email notification one month after the end date of the claim period.

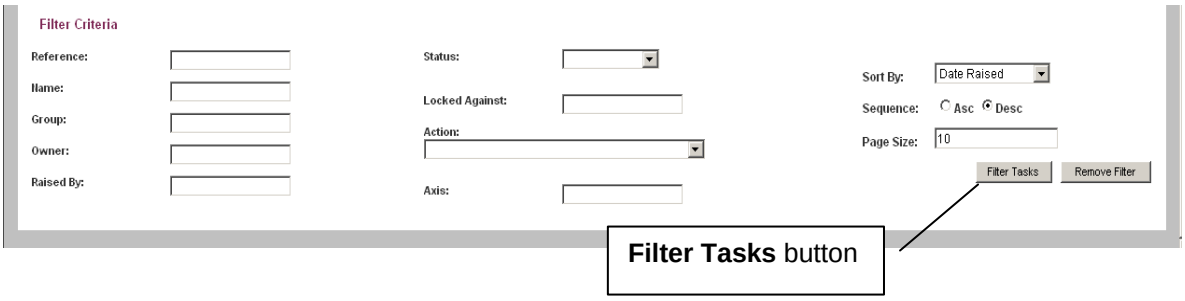


Filtering

A range of filter criteria are provided to help you prioritise your Task List.

1. To filter tasks, enter as many or as few criteria as you require and click on the **Filter Tasks** button.

2. To remove all selections and display all tasks, click on the **Remove Filter** button.



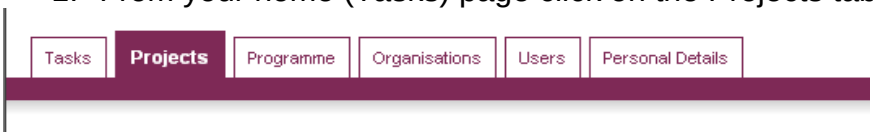
Field	Description
Reference	Enter the project reference to display only tasks relating to that project.
Name	Enter the project name to display only tasks relating to that project.
Group	Groups are categories set up by the Intermediate Body at programme level for workflow and reporting purposes. Groups may be, for example, thematic - e.g. urban regeneration - or geographic - e.g. sub-regions. Enter a group name to display only tasks associated with projects belonging to that group.
Owner	Each project on MCIS is 'owned' by a Project Monitor within the Intermediate Body. To filter tasks by an owner enter their name here. This can be your own, or another user's name.
Raised By	If you wish only to view tasks raised by a specific person on MCIS, enter their name here.
Status	Click in this field to display different task statuses by which you can then filter your list.
Locked Against	If you wish only to view tasks locked against a specific person on MCIS, enter their name here. This may be you, or another user.
Action	Click in the field to display a list of actions – for example Certify Claim - which you can then select from and filter by.
Priority Axis ID	Enter a Priority Axis ID (numeric) to display only tasks relating to that Priority Axis.
Sort By	Click in the field to display and select from a list of options to sort your tasks. You may sort by any of the Task List column headings. The default setting is 'Date Raised'.
Sequence	Results will display in descending order. If you wish to view results in an ascending order, click the 'Asc' radio button.
Page Size	Click in this field and enter the number of results you would like to appear on each page. The default setting is 10.

Initiate a claim

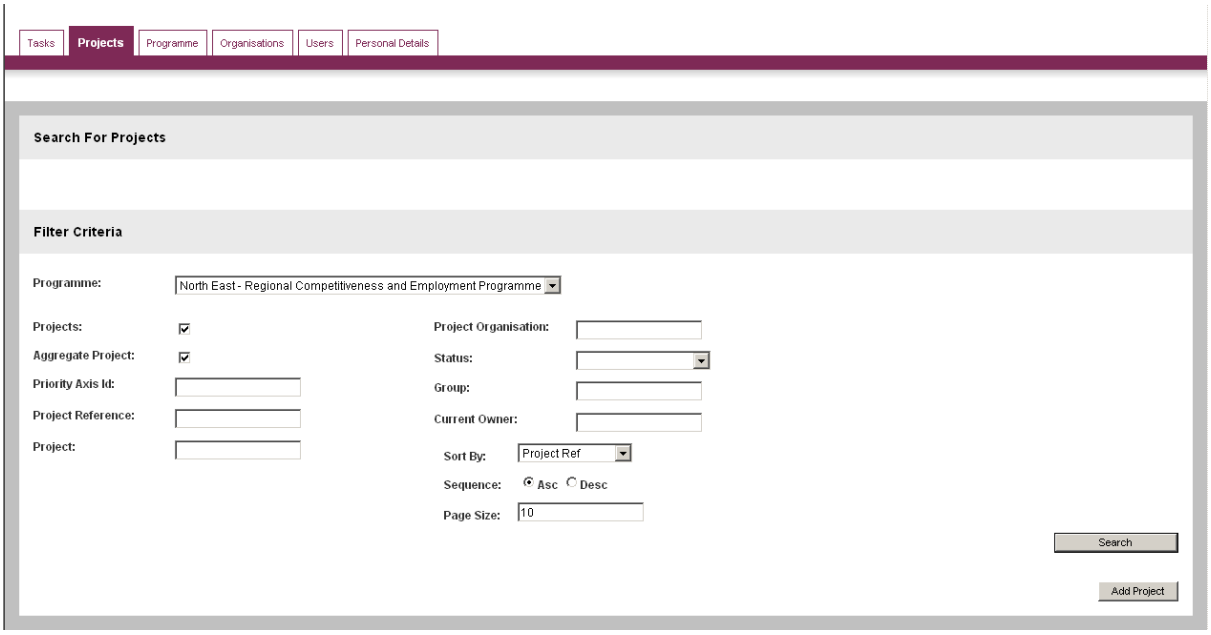
As a Claim Editor you should know when a claim for your project is due to be submitted and should log in to MCIS to initiate the claims process.

To create a claim, you must first search for and open the project you wish to make a claim against.

1. From your home (Tasks) page click on the Projects tab.



2. The screen below displays.



About this screen

This screen allows you to search for project(s) held on MCIS. Intermediate Body users can search all projects in their programme(s). Applicant users can search only for projects associated with their organisation.

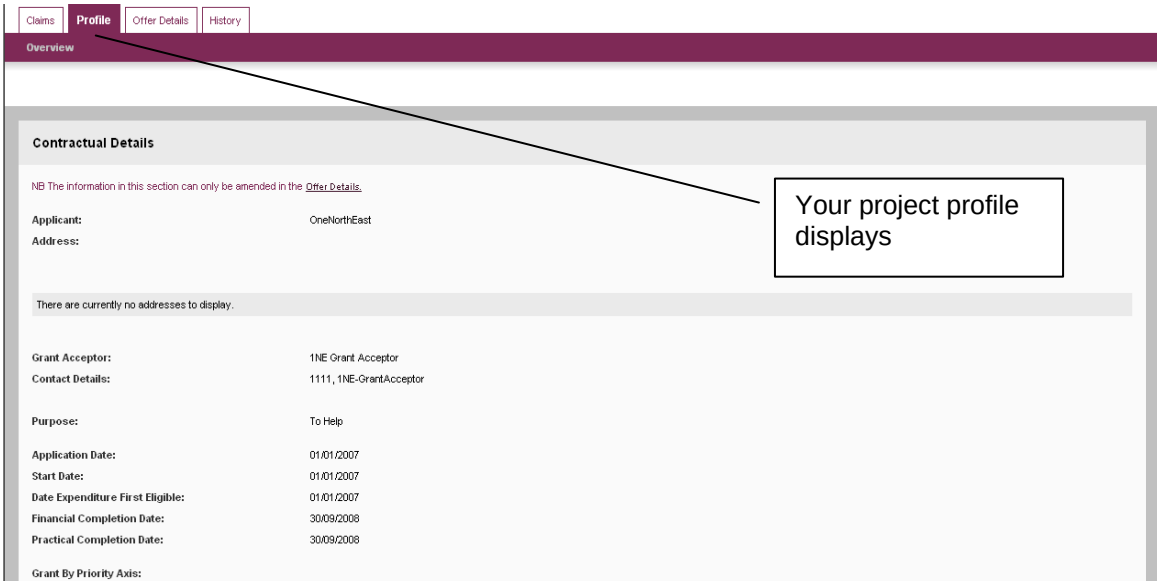
A range of criteria can be applied to your search, as detailed in the table below.

Note: MCIS allows you to use a 'wildcard' search: e.g., if you want to find all projects which start with A, type A* in the Project Name field. Wildcards can be used in any alphanumeric field.

Search Criteria

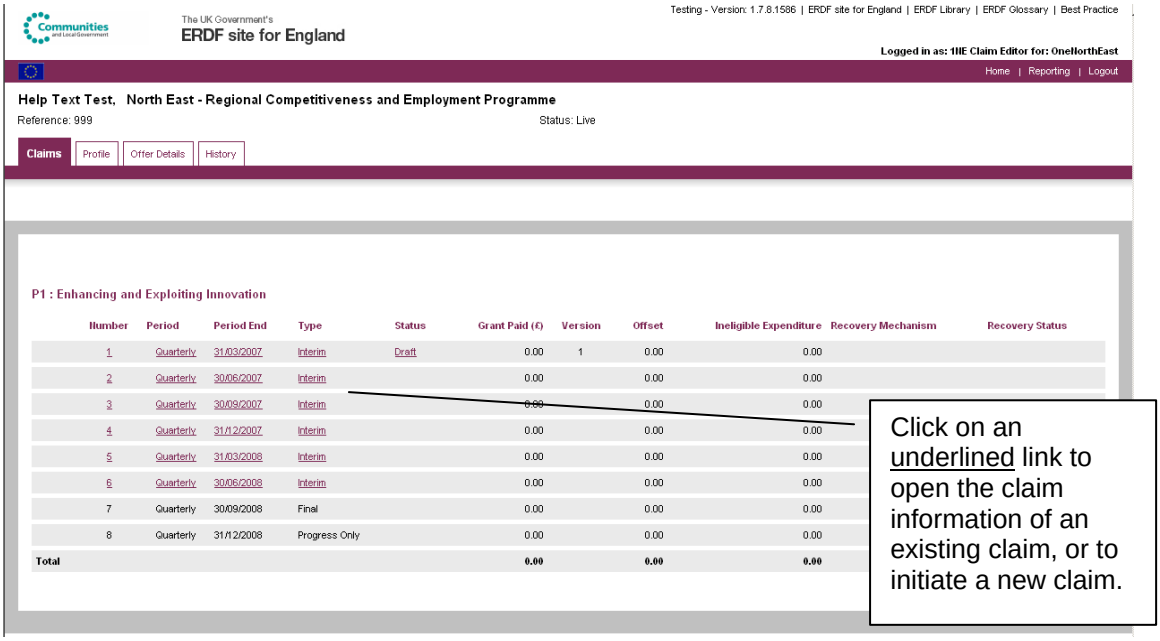
Field	Description
Programme	To perform a search, you must first select the correct programme. Click in the field to display a list of all programmes in your region and select the appropriate one.
Priority Axis ID	To search against a specific Priority Axis, enter the Priority Axis reference in this field e.g. P1, P2
Project Ref	Each project has a unique reference code assigned to it by the Intermediate Body. Enter this reference here to search for a single project.
Project Name	Enter the project name to search for a specific project.
Project Organisation	Enter an applicant name to display all projects associated with that organisation.
Status	Click in this field to display and select from a list of different statuses to search for all projects you are permitted to view, at that status.
Group* *future functionality	Groups are categories set up by the Intermediate Body at programme level for workflow and reporting purposes. Groups may be, for example, thematic - e.g. urban regeneration - or geographic - e.g. sub-regions. Intermediate Body users may enter a group name to display all projects in the programme allocated to that group.
Current Owner	Intermediate Body users may enter the name of the current owner of the project to search for all projects that person is responsible for.
Sort By	Click in the field to display and select from a list of sort options to determine how your search results will display. The default setting is Project Ref.
Sequence	Results will display in an ascending order. If you wish to view results in a descending order, click the 'Desc' radio button.
Page Size	Click in this field and enter the number of results you would like to appear on each page. The default setting is 10.

3. Enter your chosen search criteria.
4. Click on the **Search** button.
5. The Profile (Overview) page displays.



6. From the Profile screen, click on the Claims tab to view the claim schedule.

7. The Claim Schedule displays.


Testing - Version: 1.7.8.1586 | ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
The UK Government's
ERDF site for England
Logged in as: 1IE Claim Editor for: OneNorthEast
Home | Reporting | Logout
Help Text Test, North East - Regional Competitiveness and Employment Programme
Reference: 999
Status: Live
Claims
Profile
Offer Details
History
P1 : Enhancing and Exploiting Innovation
Number Period Period End Type Status Grant Paid (£) Version Offset Ineligible Expenditure Recovery Mechanism Recovery Status
1 Quarterly 31/03/2007 Interim Draft 0.00 1 0.00 0.00
2 Quarterly 30/06/2007 Interim 0.00 0.00 0.00
3 Quarterly 30/09/2007 Interim 0.00 0.00 0.00
4 Quarterly 31/12/2007 Interim 0.00 0.00 0.00
5 Quarterly 31/03/2008 Interim 0.00 0.00 0.00
6 Quarterly 30/06/2008 Interim 0.00 0.00 0.00
7 Quarterly 30/09/2008 Final 0.00 0.00 0.00
8 Quarterly 31/12/2008 Progress Only 0.00 0.00 0.00
Total 0.00 0.00 0.00
Click on an underlined link to open the claim information of an existing claim, or to initiate a new claim.

About this screen

This screen lists all transactions associated with a project, broken down by Priority Axis. All historic and scheduled future claims are displayed, together with values of grant paid an ineligible expenditure.

The table below provides a description of each column item.

Column Item	Description
Number	The claim number; used to identify the claim. These ascend in chronological order.
Period	The claim frequency; either quarterly or monthly according to the funding agreement.
Period End	The end date of the claim period covered.
Type	This may be; Interim, Progress Only, Restricted, Final, Final Restricted.
Status	This displays the current status of the transaction and allows applicant and Intermediate Body users to track progress of a transaction as it moves through the MCIS workflow. A claim may have a status of draft, pending certification, pending authorisation, paid, paid and aggregated etc.
Grant Paid	The grant total that has been paid out for each claim period; this is then totalled at the bottom of the column.
Version	Each time a claim is amended after it is submitted to the Intermediate Body for payment, a new version is created, and the previous version 'archived', to ensure a strong audit trail is maintained. Whenever more than one version of a claim exists, the number in this column becomes a link to a summary screen listing all earlier versions.
Offset*	An offset is a way of the Intermediate Body recovering a previous overpayment. The value of the grant overpaid is 'offset' or deducted from the grant due on a future claim or claims.
Ineligible Expenditure*	This is the excess amount that the MCIS system has determined that a project was paid on this claim. A cumulative total appears at the bottom of the column.
Recovery mechanism*	The recovery mechanism is the means by which an Intermediate Body recovers an overpayment from an applicant. Funds can either be recovered by offsetting the value against a future claim, or claims, or by raising and issuing a demand note (an invoice) to the applicant. Click on the link in the Recovery Mechanism column to display the Clawback Details screen. If there is more than one clawback associated with a claim then a View Details link will appear in this column. Click the link to open the Clawback Summary screen. This will allow you to look at all clawbacks associated with the claim.

Column Item	Description
Recovery status*	The recovery status is a general indication of the success of a clawback, e.g. 'partially recovered', rather than a percentage or monetary figure. Click on the link in the Recovery Status column to view the Clawback Coversheet.

* Denotes future functionality.

8. To open a claim, click on any claim detail that is underlined; this indicates that there is a hotlink into the claim.

Claim Overview

The project claim process in MCIS has nine 'steps' which must be completed before it can be submitted to the Claim Reviewer for approval and submission to the Intermediate Body. These are illustrated below.

The Steps navigation pane – Project Claim Form

The Steps navigation pane provides an easy way for you to move from page to page quickly and easily and to access pages in your chosen order. Simply click on a step to display the page.

It also provides an 'at a glance' view of which pages are completed and which you still have left to do:

1. A red cross indicates that the page is not complete, and requires additional information.

2. As pages are filled out, and validated by the system, the red crosses turn to green ticks.

Note: A claim cannot be submitted until all pages display green ticks in the Steps navigation pane.

Steps - Key

A key below the Steps navigation pane explains what the page icons mean. For example, a blank page icon shows a page is empty, while a grey page icon indicates that the page is read only.

Saving your Work

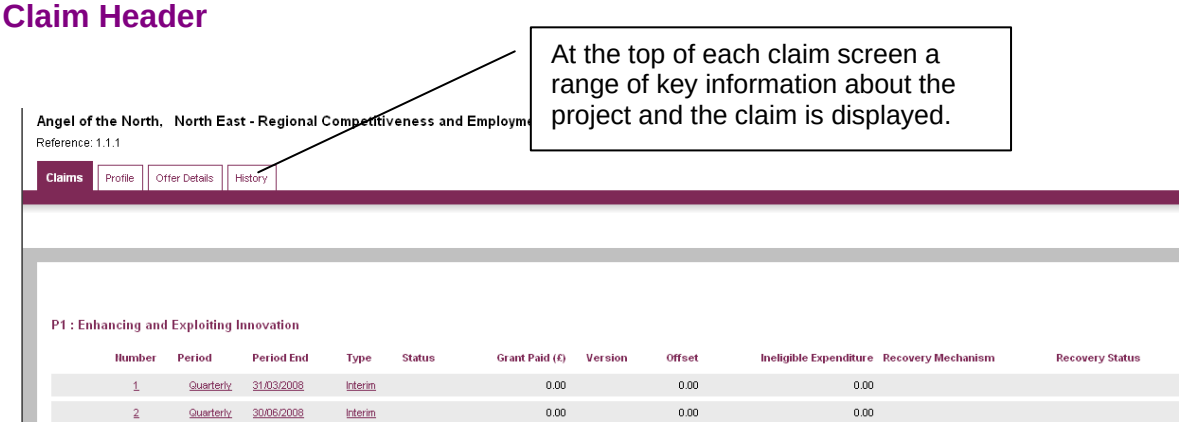
When you are drafting or editing a claim, **always** save your work on a page by clicking on either the **Save**, **Next Step** or **Previous Step** button. If you click on a Steps link to move to a new section before pressing one of these buttons you will lose any unsaved changes.

Buttons

A number of buttons are available to you as you complete your claim. These are described in the table below.

Button	Meaning
Route	This button enables you to route the claim to another user in your organisation with the Claim Editor role. It is only available on the Comments screen. You should use this function if, for example, you open a claim in error, or if you require another Claim Editor to add data to the claim before it can be submitted to the Claim Reviewer. Click in the Route field and you will be presented with a dropdown list of people in your organisation with the Claim Editor role. Select the appropriate person and click on **Route**. When you route a claim to another user, a notification will appear in all Claim Editors' Task lists. The status of the notification will read 'routed to x', where x is the person to who was selected. Note that this action will not cause the claim to change status from draft, as routing it has not moved the claim through the workflow.
Previous Page	Moves to the previous page and if any changes have been made to the page, saves the changes.
Next Page	Moves to the next page and if any changes have been made to the page, saves the changes.
Save	Saves the data entered on the current screen.
Restore	Clears any data entered on the current page which has not yet been saved. If you have clicked on **Next Step**, **Previous Step**, or **Save**, the restore function will not work.
Submit	This button will only display once you have green ticks displayed in the Steps Navigation pane against all pages and you have entered a comment in the Comments Page.

Claim Header



A range of project and claim specific information is presented on each screen, in the claim header.

Project information (shown at the top) includes:

- Name
- Programme
- Reference
- Status

Claim information includes:

- Priority Axis ID
- Claim number
- Period covered
- Claim Type
- Status

The following pages of the guide describe each of the claim form screens and how to complete them.

Draft a Claim

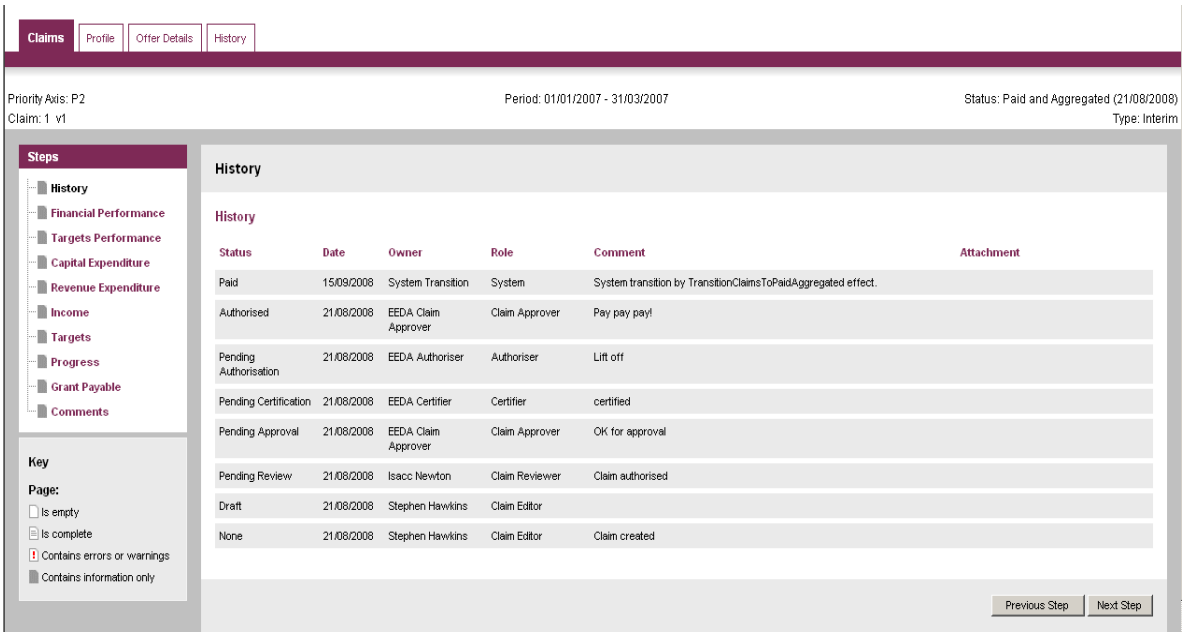
History

To display this screen

Click either the **Next Step** button at the bottom of the Comments page, or the History link in the Steps navigation pane.

About this screen

The History page provides details of the claim's progress to date through the MCIS work-flow. When you first create a claim, the history will show a status of draft, the current date, your user details and role. As the claim progresses through the MCIS workflow towards authorisation for payment, this history will build. This will include comments added by each person involved in processing the claim. The current status of the claim always appears at the top of the 'History' list.

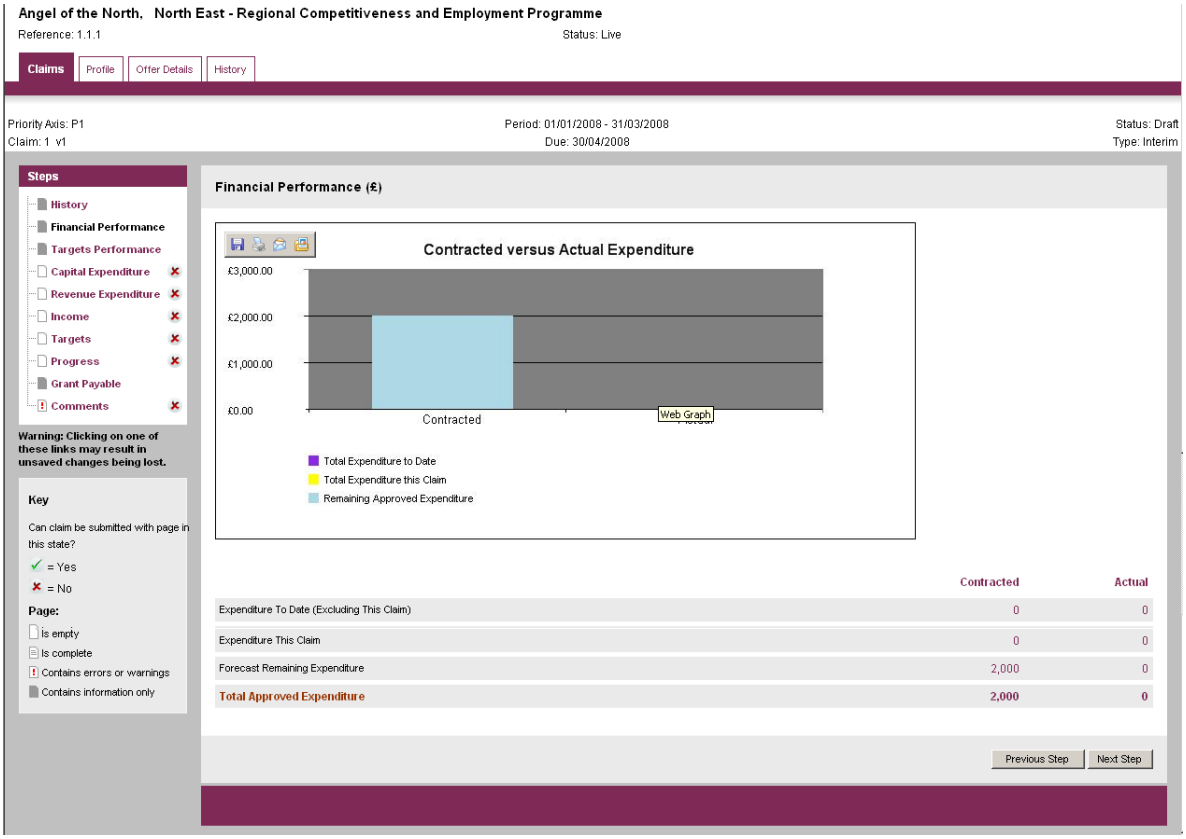


Financial Performance

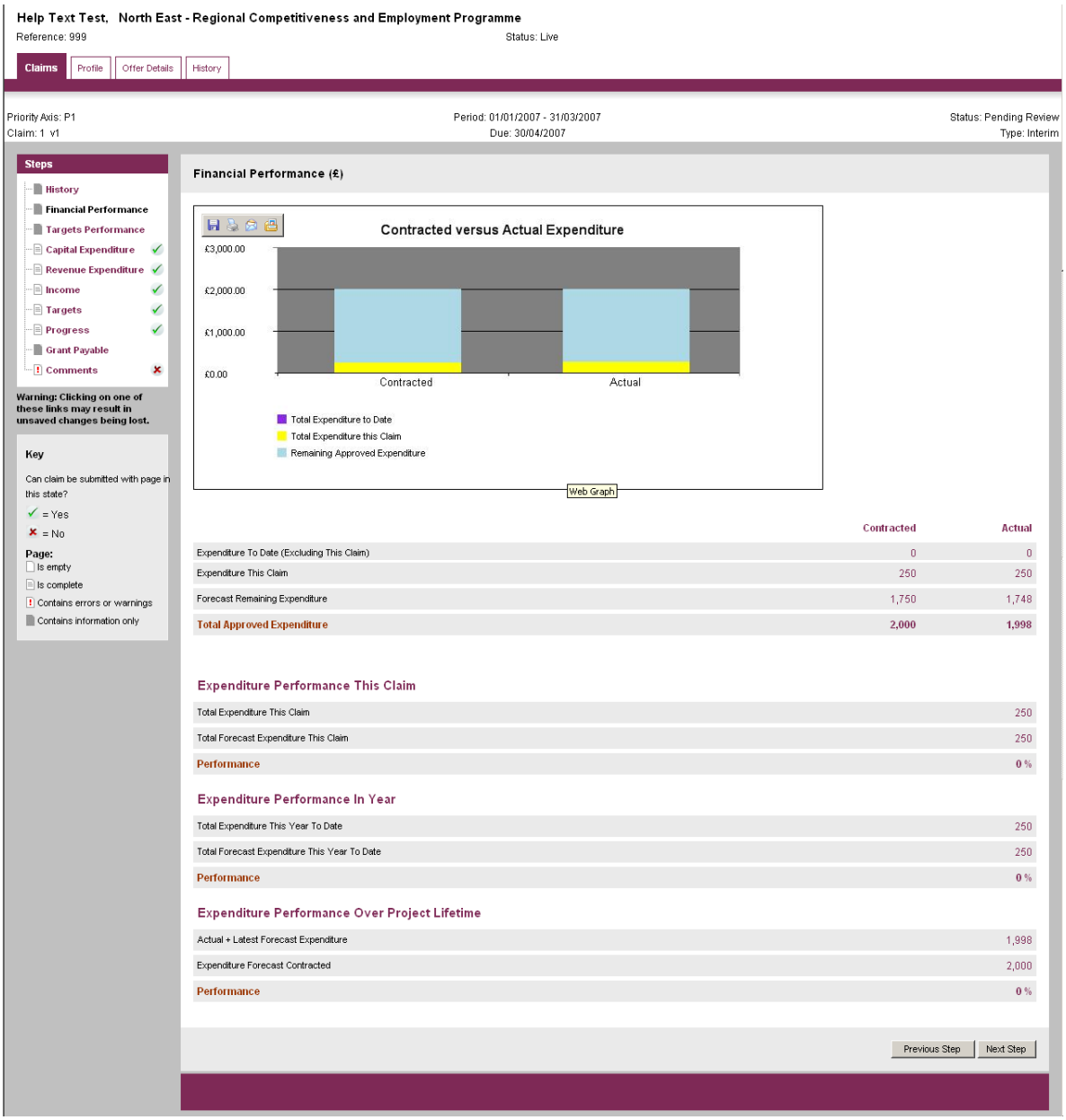
To display this screen

When you open a claim from the claim schedule the Priority Axis Financial Performance page is the first screen to display. While you have the claim open you may return to this screen at any point by clicking on the 'Financial Performance' link in the Steps navigation pane.

Before the Claim:



After the Claim:



About this screen

This page presents a read-only view of the projects financial performance to date. The top half of the page shows contracted versus actual expenditure in a chart format; the lower part of the page shows the numeric values that support the graph and a percentage indication of how much expenditure slippage has taken place on the project.

The page displays a ‘before claim’ and ‘after claim’ position. When you have entered all data on the claim, return to this screen to display the ‘after claim’ view.

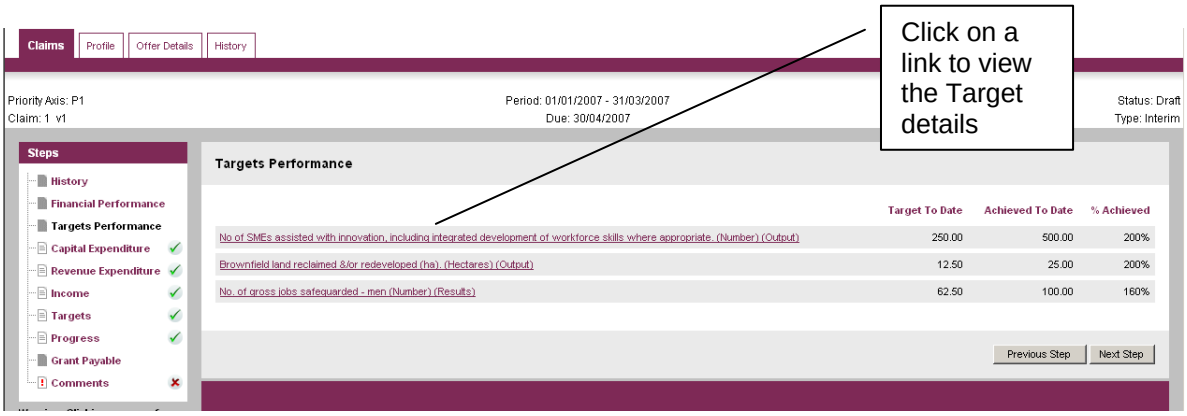
Targets Performance

To display this screen

Click either the **Next Step** button at the bottom of the Financial Performance page, or the Targets link in the Steps navigation pane.

About this screen

This page displays the project targets. Against each is the target to date, the actual achieved and % achieved by the end of the last claim period.

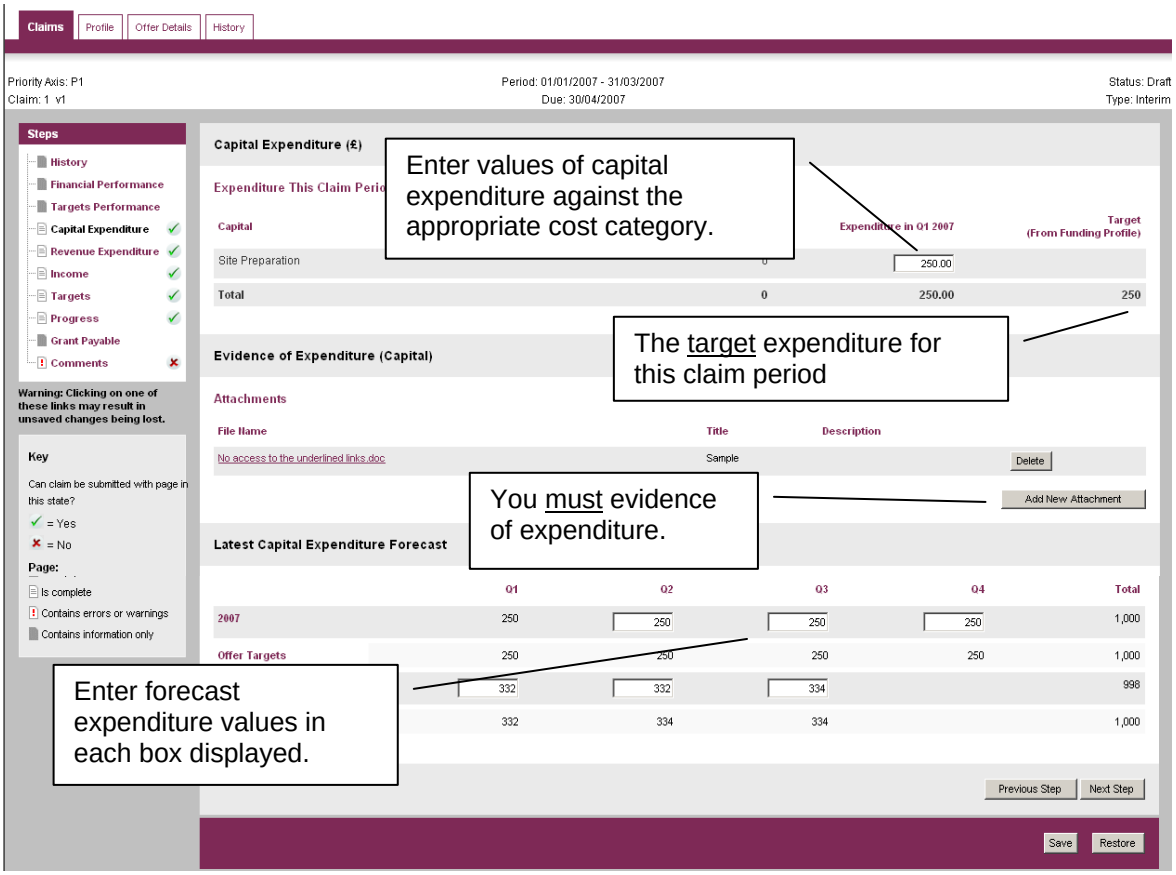


Note: Like the financial performance screen, you may wish to view this screen twice. As you move through the step boxes for the first time you can see what has been achieved previously. Additionally once the claim details have been entered you can view the impact that the current claim has had on the figures by clicking on 'Financial Performance' in the step box before submitting.

Capital Expenditure

To display this screen

Click the **Next Step** button on the Target Details page, or the Capital Expenditure link in the Steps navigation pane.



Note: If no capital expenditure is contracted against this Priority Axis for the lifetime of a project, or this is a 'Progress only' claim, the Steps navigation pane will display a green tick against Capital Expenditure and the page will not require data to be entered.

About this screen

This screen is designed to capture details of capital expenditure defrayed during this claim period (monthly or quarterly) and the anticipated capital expenditure over the remaining quarters of the project. It also shows:

- Capital expenditure to date, excluding this claim period, by category.
- The target for capital expenditure (as per the funding agreement) in this claim period.
- The target spend for this claim period based on the figures in the Funding Profile.

Under the Latest Capital Expenditure Forecast heading MCIS shows for reference:

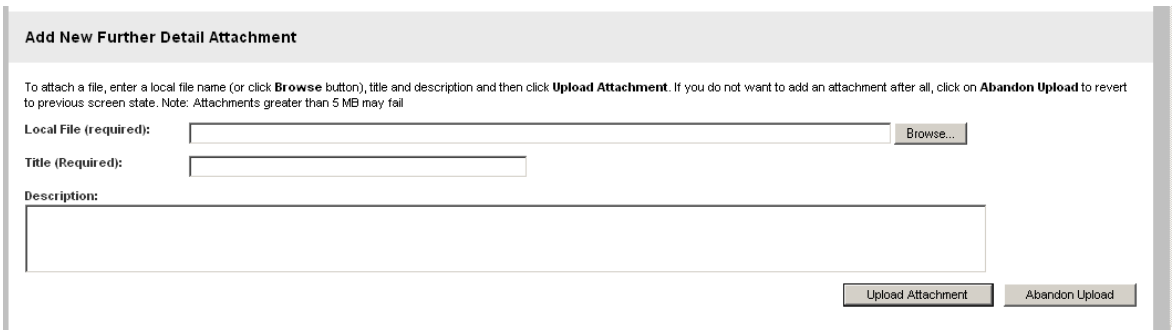
- The forecasted figures for all subsequent claim periods.

Completing this screen

1. Enter the value of capital expenditure spent during the claim period against each capital expenditure category in the box(es) provided. Values must be entered for all categories displayed. The total spend to date (excluding this claim period) by category is displayed for reference. The target capital expenditure for this claim period (from the quarterly funding profile held on MCIS) is displayed at the bottom of the right hand column.

Note: When the screen is validated, where the value entered differs from the target value by more than +/- 10%, the user is presented with a box in which to enter a reason for the variance.

2. You must attach a spreadsheet identifying the documents that form evidence of the expenditure reported on the claim (e.g. invoices, certificates, timesheets etc).


Add New Further Detail Attachment
To attach a file, enter a local file name (or click Browse button), title and description and then click Upload Attachment. If you do not want to add an attachment after all, click on Abandon Upload to revert to previous screen state. Note: Attachments greater than 5 MB may fail
Local File (required):
Browse...
Title (Required):
Description:
Upload Attachment
Abandon Upload

To add a file, click on the **Add Attachment** button:

a. Click on the **Browse** button.

b. Navigate to where the file you wish to attach is stored.
c. Select the file and click 'Open'. The file name will appear in the 'Local File (required):' field.

d. Enter a title for the attachment in the Title field.

e. Click on the **Upload Attachment** button.

f. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

g. If you wish to add more than one attachment, repeat the upload process.

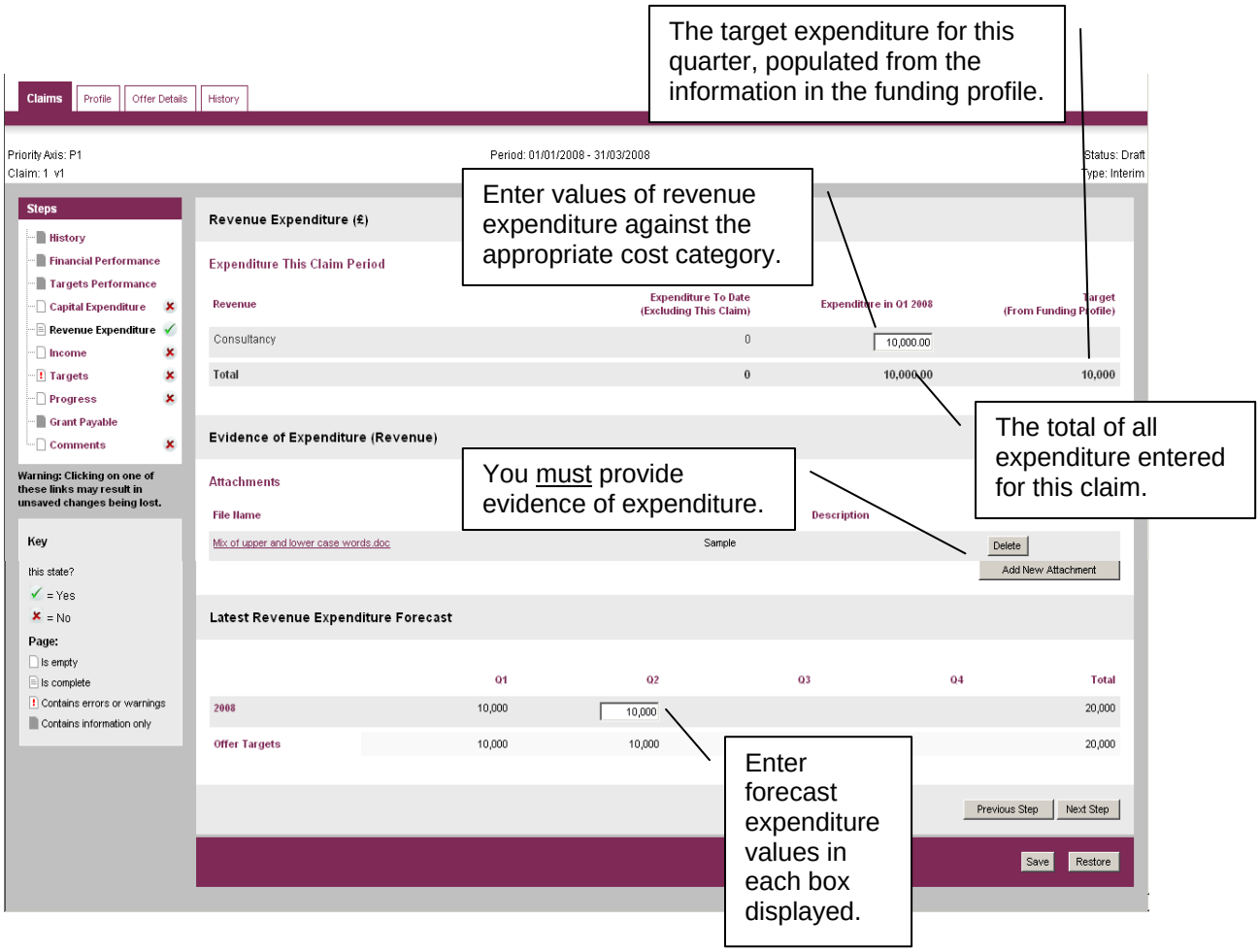
Note: An Excel template to capture the required information of invoice totals has been provided by the Department for Communities and Local Government to Intermediate Body's for issue to Applicants.

3. Enter forecast capital expenditure for future claim periods in the boxes provided. The target expenditure (as per the quarterly funding profile) is displayed below the forecast boxes. Historic actuals are also displayed.

Revenue Expenditure

To display this screen

Click either the **Next Step** button at the bottom of the Capital Expenditure page, or the Revenue Expenditure link in the Steps navigation pane.



About this screen

The Revenue Expenditure page captures details of revenue expenditure defrayed during this claim period (monthly or quarterly) and the anticipated revenue expenditure over the remaining quarters of the project.

Under the Latest Revenue Expenditure Forecast heading MCIS shows for reference:

- **Total Achieved to Date**: All revenue expenditure reported to date, i.e. including the revenue expenditure reported on the current claim.

Completing this screen

The revenue expenditure screen is completed in exactly the same way as the capital expenditure page.

1. Enter the value of revenue expenditure defrayed during the claim period against each revenue expenditure category in the box(es) provided. Values must be entered for all categories displayed. The total spend to date (excluding this claim period) by category is displayed for reference. The target revenue expenditure for this claim period (as per the Funding agreement) is displayed at the bottom of the right hand column.

Note: When the screen is validated, where the value entered differs from the target value by more than +/- 10%, the user is presented with a box in which to enter a reason for the variance.

2. You must attach a spreadsheet identifying the documents that form evidence of the expenditure reported on the claim (e.g. invoices, certificates, timesheets etc).

   To add a file, click on the **Add Attachment** button:

   a. Click on the **Browse** button.

   b. Navigate to where the file you wish to attach is stored.

   c. Select the file and click 'Open'. The file name will appear in the 'Local File (required):' field.

   d. Enter a title for the attachment in the Title field.

   e. Click on the **Upload Attachment** button.

   f. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

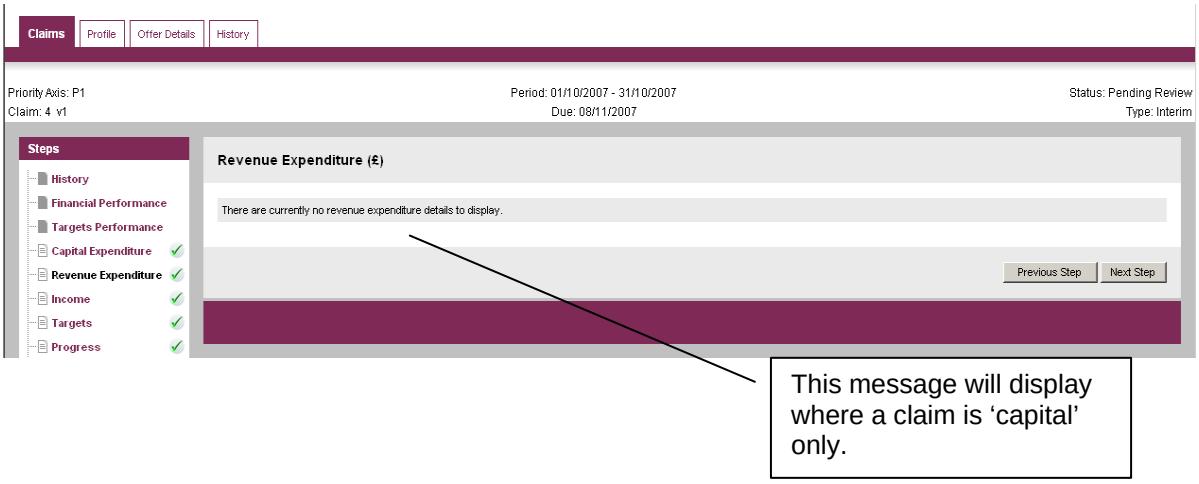
   g. If you wish to add more than one attachment, repeat the upload process.

Note: An Excel template to capture the required information has been provided by the Department for Communities and Local Government to Intermediate Body's for issue to Applicants.

3. Enter forecast revenue expenditure for future claim periods in the boxes provided. The target expenditure (as per the quarterly funding profile) is displayed below the forecast boxes. Historic actuals are also displayed.

Note: You MUST press **Next Step** or **Save** to save your data. If you use the Steps navigation pane to move to another page before pressing either of these buttons, data you have entered will be lost.

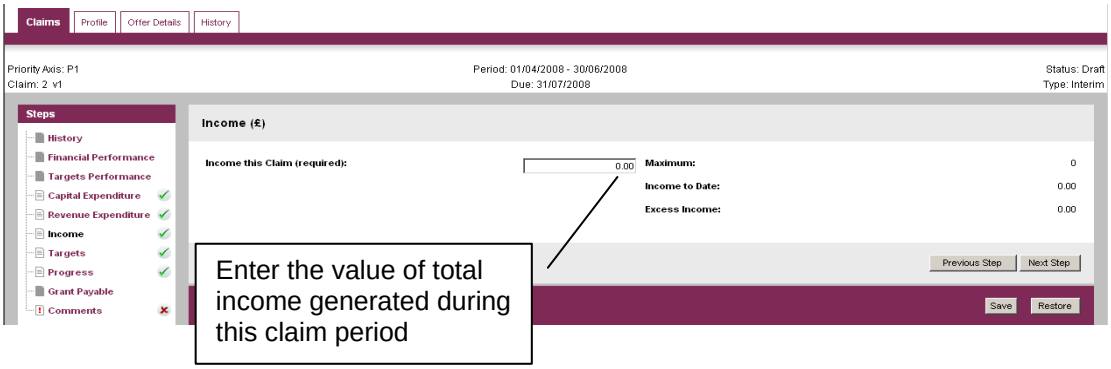
Note: As illustrated below, if no revenue expenditure is contracted against this Priority Axis for the lifetime of a project, or if it is a 'progress only' claim, the Steps navigation pane will display a green tick against Revenue Expenditure and a message will display stating that you are not required to enter data.



Income

To display this screen

Click either the **Next Step** button at the bottom of the Progress page, or the Income link in the Steps navigation pane.



About this screen

This page captures information about any income, either planned or unplanned generated by a project.

'Maximum' reflects the total planned income over the lifetime of the project, as stated in the funding agreement. Any income declared on this screen which is over and above this figure is deemed 'Excess Income' and is deducted from the grant due (see 'Grant Payable this Claim' screen described later). Income is declared in the funding agreement as match-funding.

Completing this screen

Enter the total value of project income achieved during this claim period**.**

Target Details

To display this screen

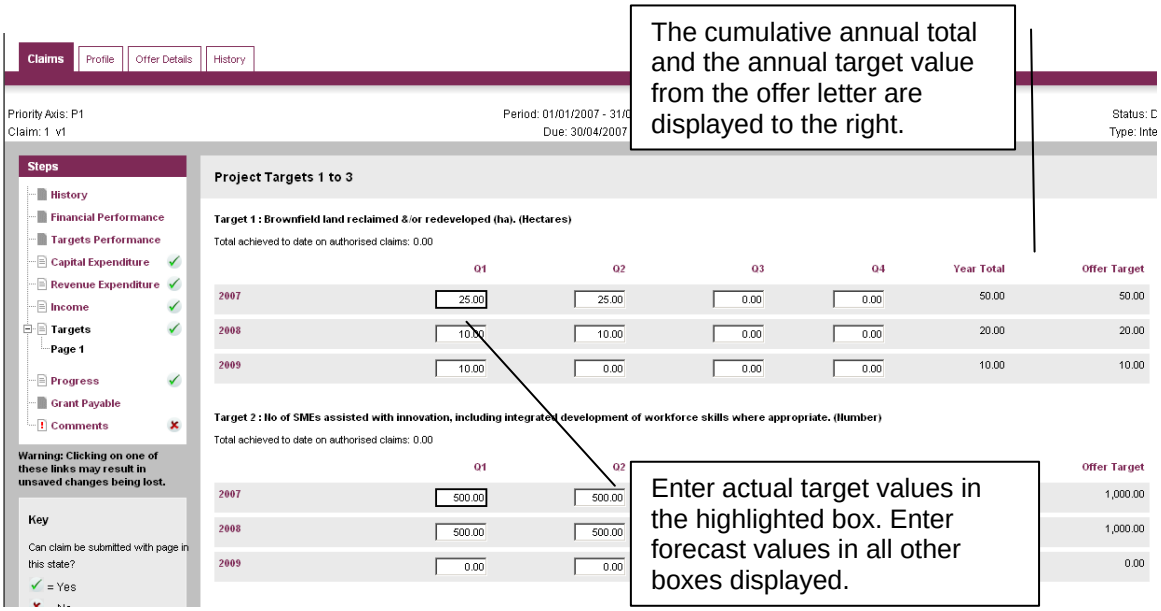
Click on the **Next Step** button or an individual target within the Targets page, or click on the Target Details link in the Steps navigation pane.

About this screen

This page displays details of the targets achieved during this claim period (monthly or quarterly) and the anticipated targets over the remaining quarters of the project (forecasts). Historic actual achieved values are also shown.

Target figures from the funding agreement are also displayed on this screen.

Each page holds a maximum of five targets. If there are more targets, extra pages are created. The 'Next target page' button will appear to allow you to navigate through these additional Target Details pages.


The cumulative annual total and the annual target value from the offer letter are displayed to the right.
Claims
Profile
Offer Details
History
Priority Axis: P1
Claim: 1 v1
Steps
History
Financial Performance
Targets Performance
Capital Expenditure
Revenue Expenditure
Income
Targets
Page 1
Progress
Grant Payable
Comments
Warning: Clicking on one of these links may result in unsaved changes being lost.
Key
Can claim be submitted with page in this state?
= Yes
Project Targets 1 to 3
Target 1 : Brownfield land reclaimed &/or redeveloped (ha). (Hectares)
Total achieved to date on authorised claims: 0.00
Q1 Q2 Q3 Q4 Year Total Offer Target
2007 25.00 25.00 0.00 0.00 50.00 50.00
2008 10.00 10.00 0.00 0.00 20.00 20.00
2009 10.00 0.00 0.00 0.00 10.00 10.00
Target 2 : No of SMEs assisted with innovation, including integrated development of workforce skills where appropriate. (Number)
Total achieved to date on authorised claims: 0.00
Q1 Q2 Offer Target
2007 500.00 500.00 1,000.00
2008 500.00 500.00 1,000.00
2009 0.00 0.00 0.00
Enter actual target values in the highlighted box. Enter forecast values in all other boxes displayed.

Completing this screen

1. Enter the actual and forecast figures for each target in the boxes provided. All values for all quarters must be entered. Annual totals and offer targets display at the right hand side.

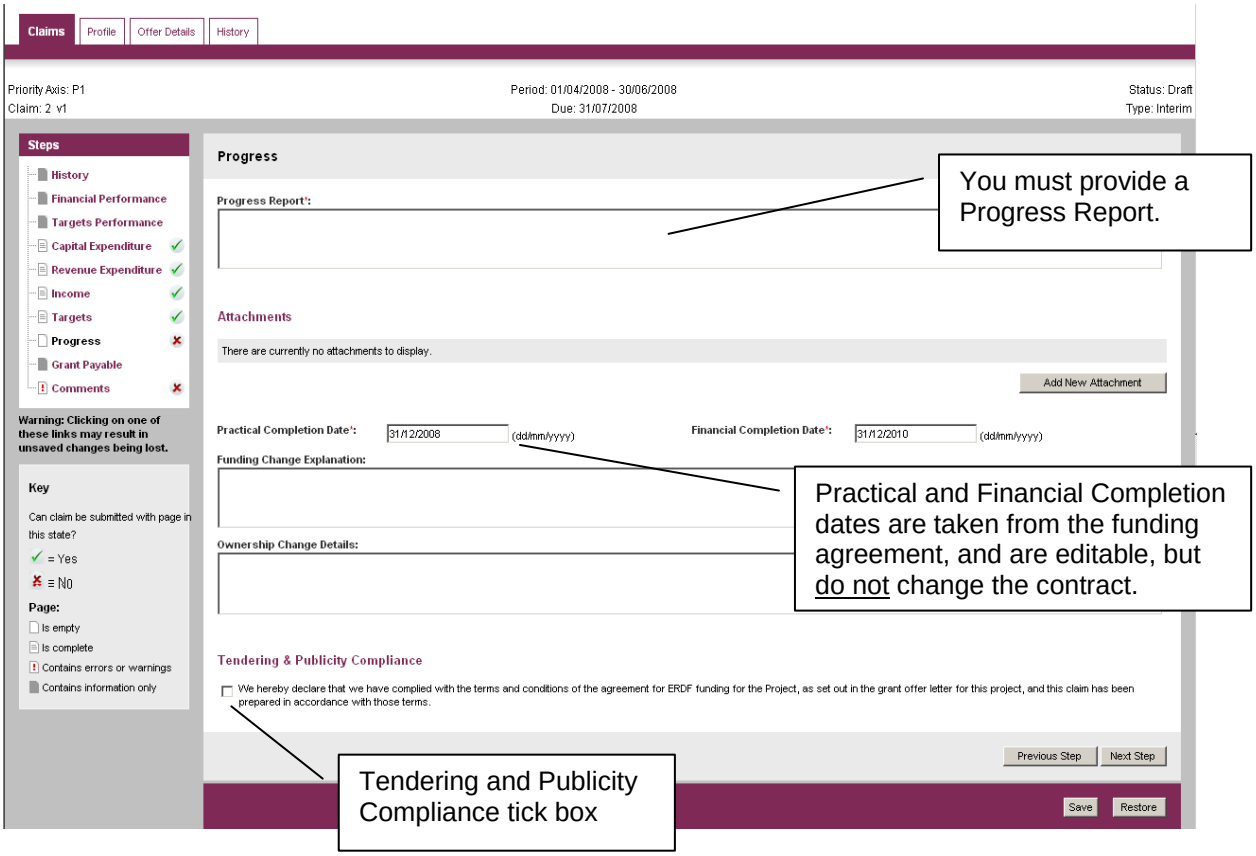
Notes:

- When the screen is validated, where the value you have entered differs from the offer value by more than +/- 10%, a box will appear in which you are required to enter a reason for the variance.
- If you realise you have entered incorrect information which has caused the error message, re-enter the correct figures, and click the Next Step or Save button. If your figures are correct, or the revised figures are still +/- 10% different from those in your offer, you must enter a reason in the box provided.

Progress

To display this screen

Click either the **Next Step** button at the bottom of the Revenue Expenditure page, or the Progress link in the Steps navigation pane.



About this screen

The primary purpose of this page is to capture information on the project progress since the last claim was submitted.

Completing this screen

1. Enter your progress report in the field provided. The box will expand as you enter text. If you would rather, you may upload the report as an attachment. As this field is mandatory you must still enter a comment in the box however.

2. To add a file to the page, click on the **Add Attachment** button:

    a. Click on the **Browse** button.

    b. Navigate to where the file you wish to attach is stored.

c. Select the file and click ‘Open’. The file name will appear in the ‘Local File (required):’ field.

d. Enter a title for the attachment in the Title field.

e. Click on the **Upload Attachment** button.

f. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

g. If you wish to add more than one attachment, repeat the upload process.

3. The Practical Completion Date and the Financial Completion Date for the project are displayed. To amend these dates, click in each field and type the revised date. Please note however that this will not change the dates in the funding agreement, it is merely an opportunity to highlight the potential need for a date change. A change of project dates requires a contract variation and should be discussed with your Intermediate Body in advance; MCIS does not allow such changes without both applicant and Intermediate Body compliance. If you do amend these dates, you will be asked to enter a reason for the change when you attempt to save the screen.

4. Funding Change Explanation: Please provide the details of any new sources of funding for your project where relevant. This information should include the amount of funding that will be provided.

5. Ownership change details: Please provide reasons for any change in the ownership of a project as well as new contact information where relevant.

6. Click on the Tendering and Publicity Compliance tick box when applicable.

Grant Payable this Claim

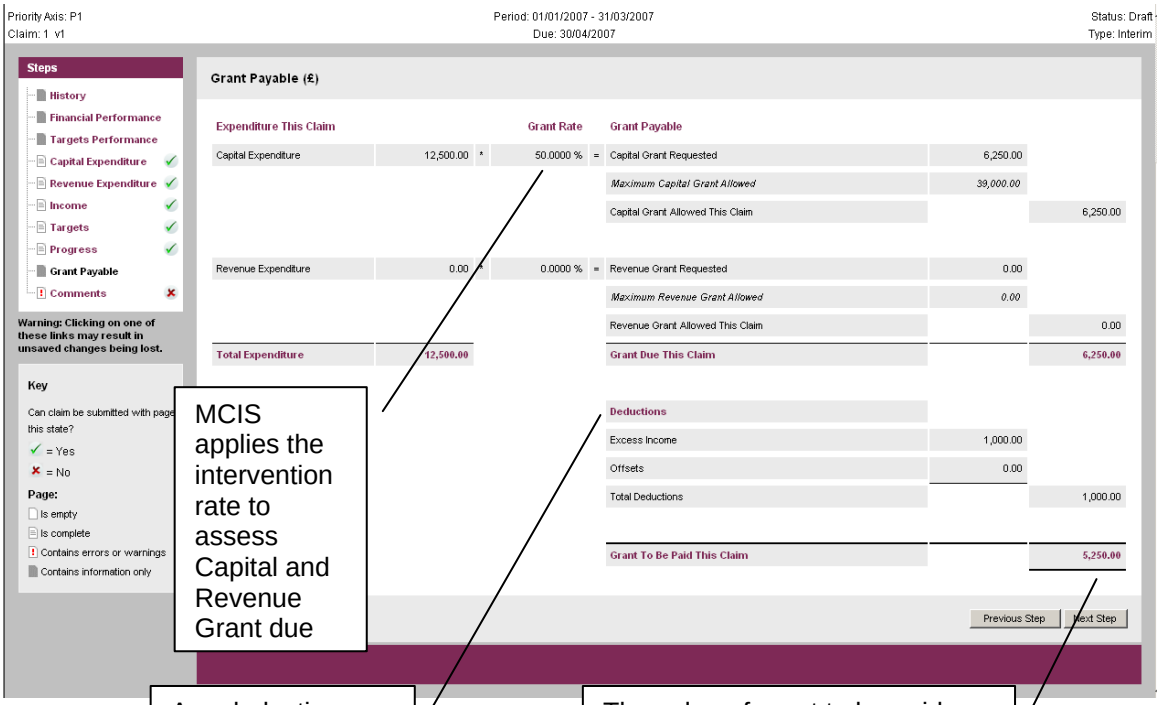
To display this screen

Click either the **Next Step** button at the bottom of the Project Income page, or the Grant Payable link in the Steps navigation pane.

About this screen

This screen presents a read-only statement of the grant to be paid on this claim.

MCIS takes the amount of capital/revenue expenditure declared and applies the appropriate intervention (grant) rate for the quarter in which the claim period falls to obtain the Capital/ Revenue Grant requested. MCIS also displays the maximum capital/revenue grant payable.



If the value of requested capital or revenue grant exceeds the maximum allowed (the total grant agreed in the funding agreement), the claim is automatically restricted. The restricted amount is anything above the agreed grant total, but also includes the retention amount of, usually, 10% of the grant total.

MCIS also lists any deductions which need to be made to the claim. These include:

- Any income over and above the planned project income across the lifetime of the project as detailed in the funding agreement.
- The value of any clawback(s) against previous overpayment being offset against grant due on this claim*.

*Future functionality

At the bottom of the screen MCIS states the Grant to Be Paid This Claim. This is the value which appears on the payment instruction sent to the Intermediate Body accounting system.

Once you have reviewed this screen, click on the Comments link in the Steps navigation pane to start the process of submitting the claim.

Final Claims

On the final claim, the capital and revenue amounts withheld on previously restricted claims are displayed as separate items and added onto the capital and revenue grant requested figures.

In place of the maximum allowed figures the system displays Capital Grant Remaining and Revenue Grant Remaining.

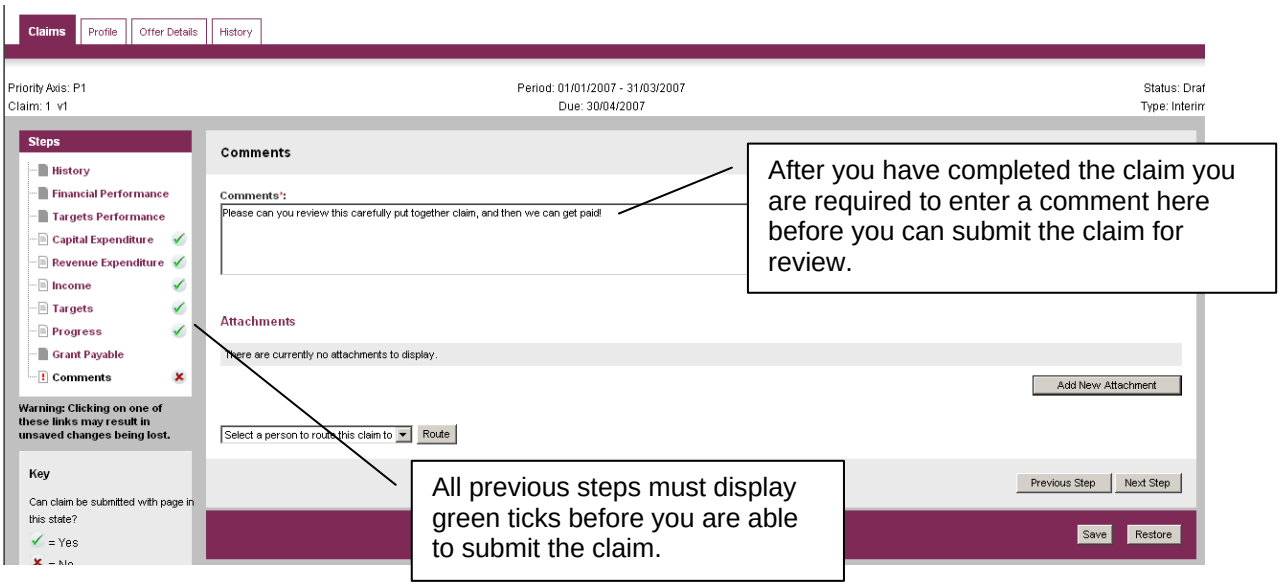
Progress Only Claims

The same version of the screen as for paid claims is displayed with N/A shown under the capital and revenue headings.

Comments

To display this screen

Click either the **Next Step** button at the bottom of the Grant Payable page, or the Comments link in the Steps navigation pane.



About this screen

1. This is the final screen to complete before the claim can be submitted.
2. Click in the Comments field and enter a meaningful comment for the Claim Reviewer.

3. You may add an attachment with additional information if required. To add a file, click on the **Add Attachment** button:

    a. Click on the **Browse** button.

    b. Navigate to where the file you wish to attach is stored.

    c. Select the file and click ‘Open’. The file name will appear in the ‘Local File (required):’ field.

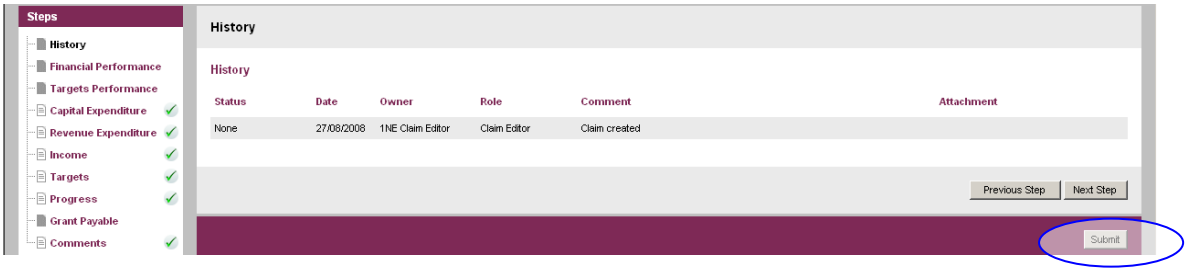
    d. Enter a title for the attachment in the Title field.

    e. Click on the **Upload Attachment** button.

    f. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

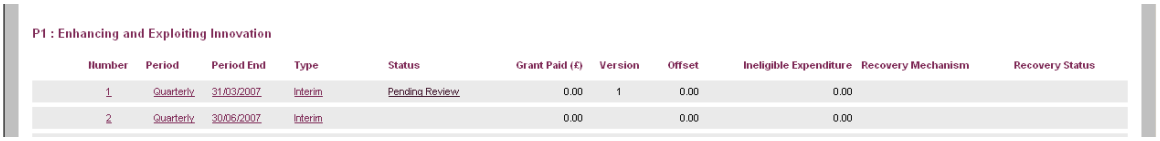
    g. If you wish to add more than one attachment, repeat the upload process.

4. Click on the **Next Step** button. The History page displays. Scroll down to reveal the **Submit** button in the bottom right of the screen.



5. Click on the **Submit** button. The claim is forwarded to the Claim Reviewer.

6. The Claim Schedule redisplays. The status of the claim has changed to Pending Applicant Review. The claim will now appear in the Task list of users with the Claim Reviewer role.



Note: If this is the first time you have submitted the claim for review the version will remain as '1'. The version is only increased if the Claim Approver rejects the claim and it is subsequently edited by the Claim Editor, or the Claim Approver amends the claim on behalf of the Claim Editor.

Save and Edit a Claim

To save a claim

If you are not able to complete a claim for any reason you can save and close it and then return to it at a later date.

1. Click on the **Save** button.

2. Click on the Claims tab. The Claim Schedule screen redisplays.

3. The Status of the claim is shown as Draft.

4. Click on home. The claim is displayed in your Task List with a status of For Acceptance and an action to Amend Claim. The claim is locked with you until you are ready to reopen and continue drafting it.

To open a draft claim

Claims which you have started to draft and then closed, or claims that have been 'routed' to you for drafting, will display in your Task list. To open the claim:

1. Click on the notification in your Task list.

2. The claim History displays. Any incomplete pages will display in the Steps navigation pane with red crosses.

3. Edit and then either route or submit the claim as appropriate.

Route a claim

If you require another Claim Editor to add data to the claim or review it before it is submitted to the Claim Reviewer you should use the route function on MCIS.

1. Click on the Comments link in the Steps navigation pane.

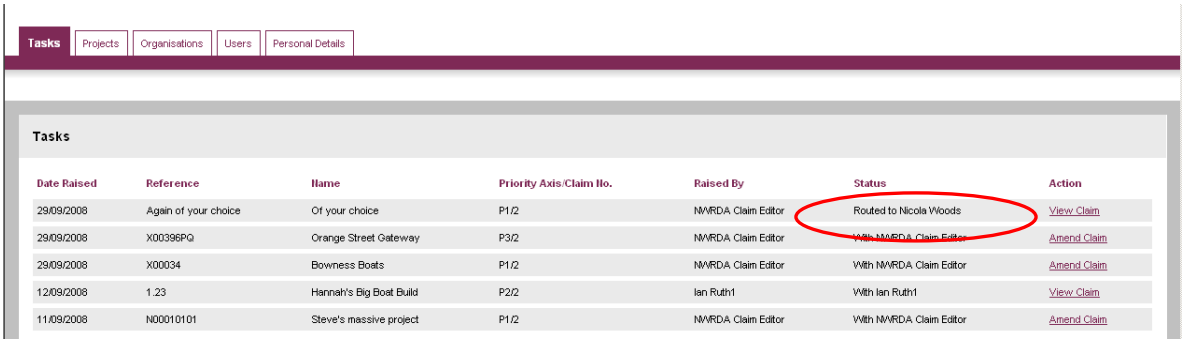
2. Add a comment in the Comments box provided.

3. Click in the Route field and select the appropriate person from the dropdown list presented. (Only people in your organisation with the Claim Editor role are provided as options).

4. Click on the Route button.

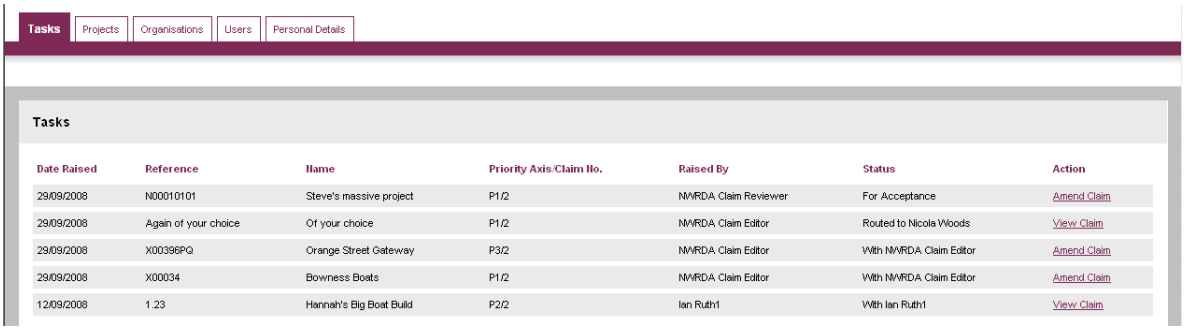
5. You will be prompted to confirm your action. Click on **OK**.

6. Your homepage will display. In your task list a notification will indicate that the claim has been routed.



Deal with returned claims

If a Claim Reviewer returns your claim for amendment or additional information a notification will display in your Task list, to Amend Claim.



A Claim Approver may also return your claim. In this instance you will receive an email notification advising you of this. The claim will also display in your Task list, with a required action of Amend Claim.

1. Click on the Task list notification. The claim History page displays.

2. Read the comments at the top of the 'history' report. These should indicate the reason(s) why the claim was returned.

3. Make the necessary amendments.

4. Click on the Steps Comments link.

5. Add your comment for the Claim Reviewer, and an attachment if required.

6. Click on the **Next Step** button to save your comment and to display the **Submit** button.

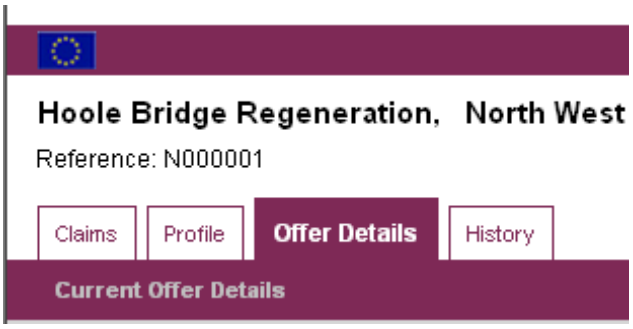
7. Click the **Submit** button. You will be prompted to confirm your action. Click on **OK**.

8. The Claim Schedule screen displays. The claim shows as pending review. The claim is returned to the Claim Reviewer.

Offer Details

When you are drafting a claim, you may wish to refer to the offer details held on MCIS for the project.

1. Click on the Offer Details tab



2. The project History screen displays.

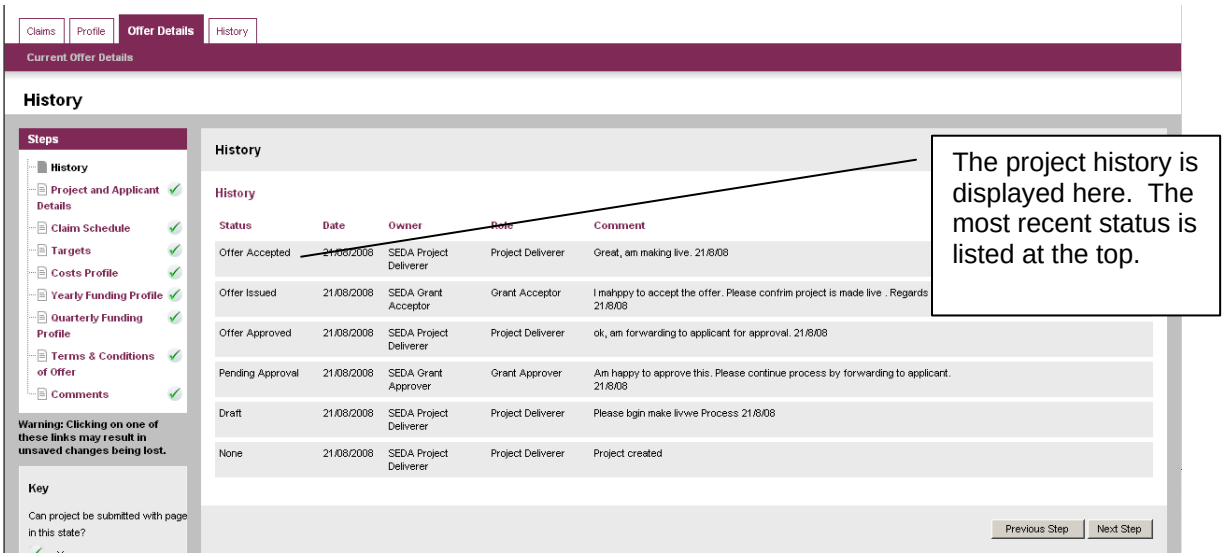
History

To display this screen

This is the first page to display when you click on the offer details tab. You can redisplay this page at any point when reviewing the pages of the offer by clicking the History link in the Steps navigation pane.

About this screen

This screen shows the history of the project from its earliest to its latest state on MCIS. The most recent status displays at the top.



From this screen, use the Steps navigation pane or click on the **Next Step** button to move through the pages and view the details of the funding agreement.

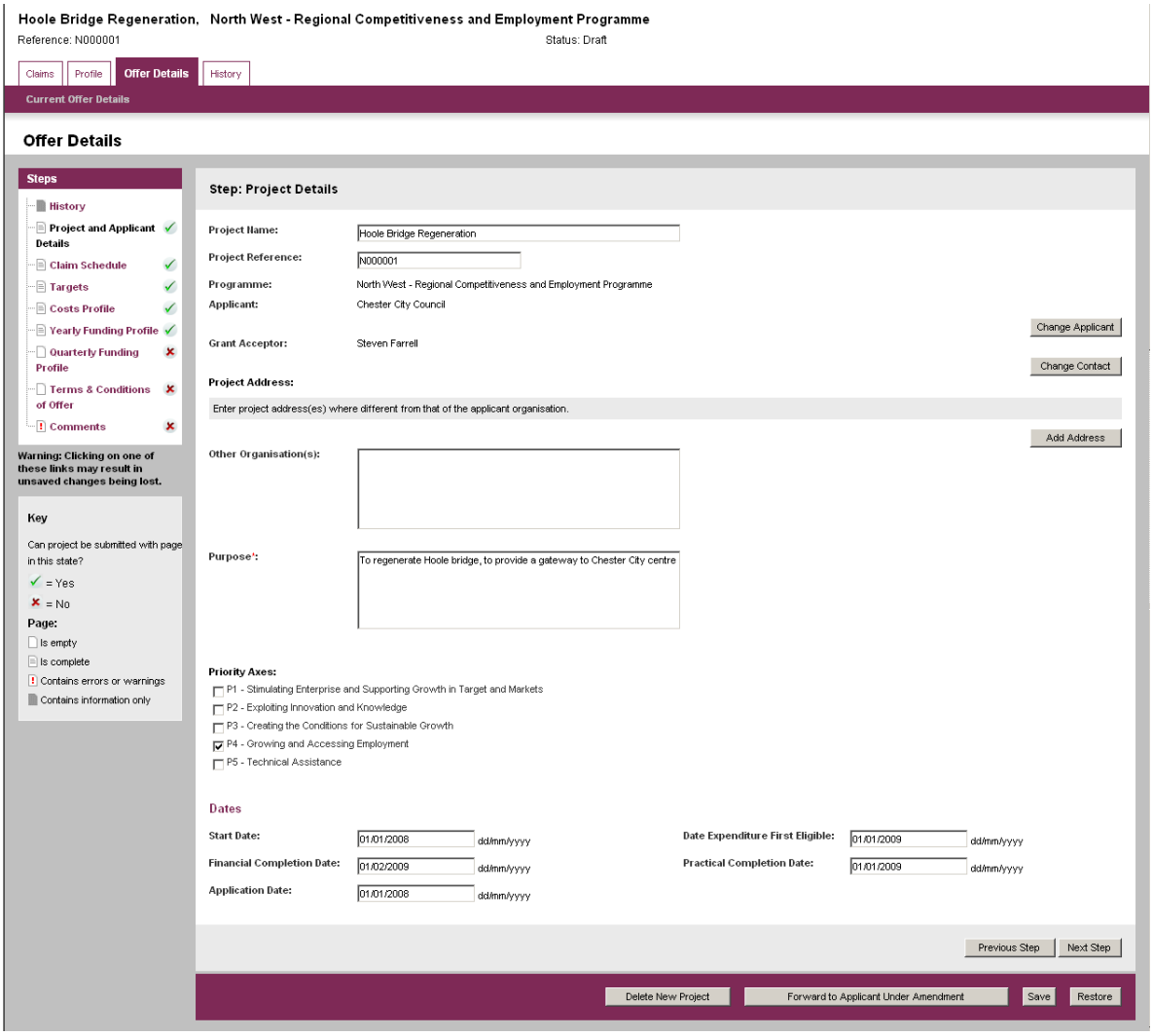
Project and Applicant Details

To display this screen

Click either the **Next Step** button at the bottom of the History page, or on the Project and Applicant Details link in the Steps navigation pane.

About this screen

This screen shows the headline project and applicant details that appear on the funding agreement.



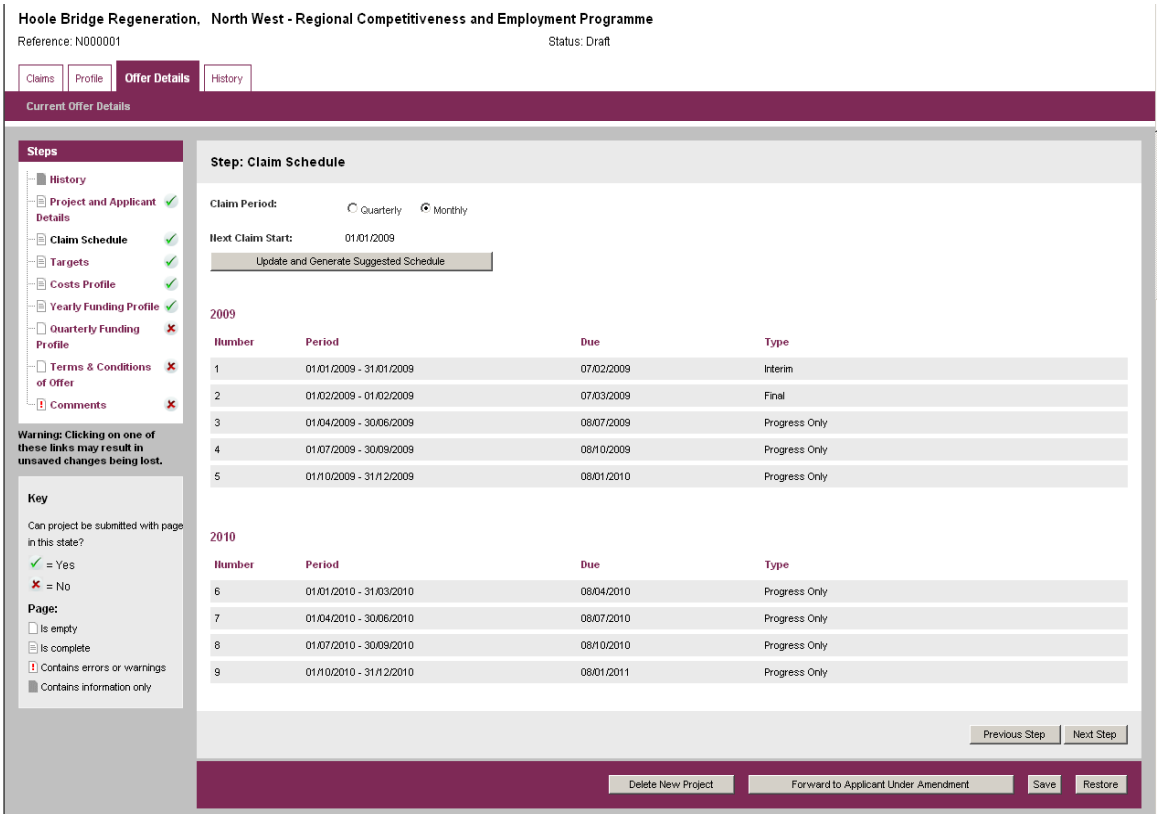
Claim Schedule

To display this screen

Click either the **Next Step** button at the bottom of the Project and Applicant Details page, or on the Claim Schedule link in the Steps navigation pane.

About this screen

This screen displays the contractually agreed claim schedule for the project. It will either a display a Monthly or a Quarterly schedule.



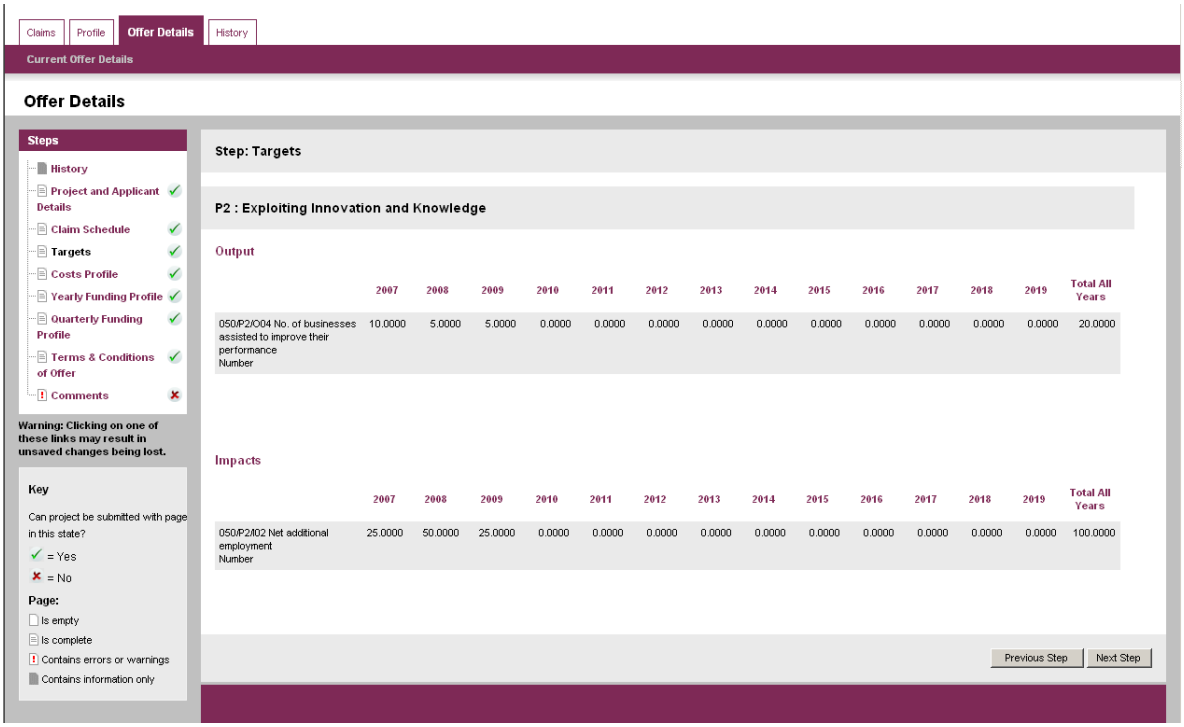
Targets

To display this screen

Click either the **Next Step** button at the bottom of the Claim Schedule page, or on the Targets link in the Steps navigation pane.

About this screen

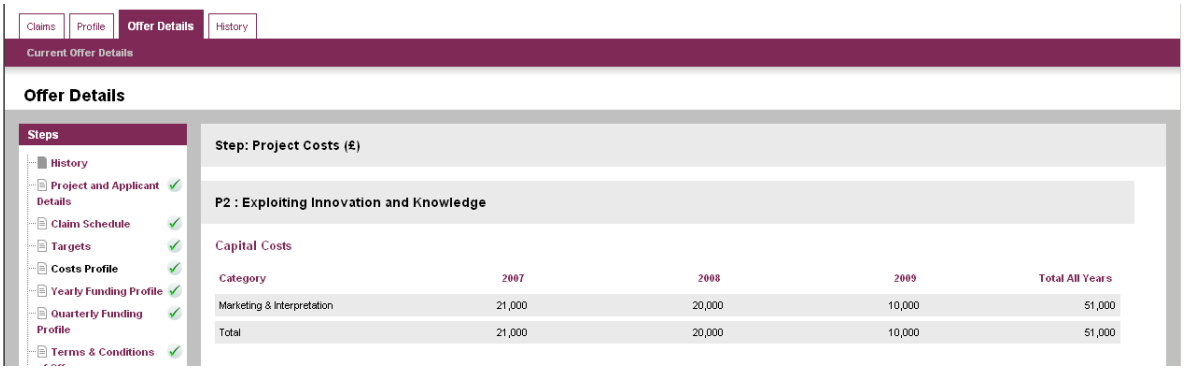
This screen summarises the annual outputs that the project is contracted to deliver, by Priority Axis, across its lifetime.


Claims
Profile
Offer Details
History
Current Offer Details
Offer Details
Steps
History
Project and Applicant Details
Claim Schedule
Targets
Costs Profile
Yearly Funding Profile
Quarterly Funding Profile
Terms & Conditions of Offer
Comments
Warning: Clicking on one of these links may result in unsaved changes being lost.
Key
Can project be submitted with page in this state?
= Yes
= No
Page:
Is empty
Is complete
Contains errors or warnings
Contains information only
Step: Targets
P2 : Exploiting Innovation and Knowledge
Output
2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 Total All Years
050/P2/O04 No. of businesses assisted to improve their performance Number
10.0000 5.0000 5.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 20.0000
Impacts
2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 Total All Years
050/P2/I02 Net additional employment Number
25.0000 50.0000 25.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 100.0000
Previous Step
Next Step

Costs Profile

To display this screen

Click either the **Next Step** button at the bottom of the Targets page, or on the Costs Profile link in the Steps navigation pane.



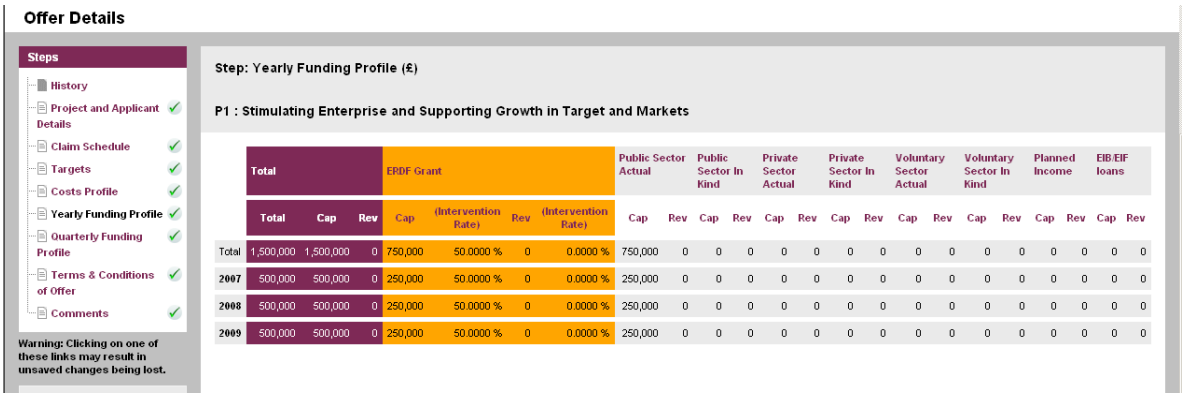
About this screen

This screen shows the amount that the project is contracted to spend each year, broken down by Capital and Revenue eligible expenditure categories and profiled across its lifetime.

Yearly Funding Profile

To display this screen

Click either the **Next Step** button at the bottom of the Costs Profile page, or on the Yearly Funding Profile link in the Steps navigation pane.


Offer Details
Steps
History
Project and Applicant Details
Claim Schedule
Targets
Costs Profile
Yearly Funding Profile
Quarterly Funding Profile
Terms & Conditions of Offer
Comments
Warning: Clicking on one of these links may result in unsaved changes being lost.
Step: Yearly Funding Profile (£)
P1 : Stimulating Enterprise and Supporting Growth in Target and Markets
Total
ERDF Grant
Public Sector Actual
Public Sector In Kind
Private Sector Actual
Private Sector In Kind
Voluntary Sector Actual
Voluntary Sector In Kind
Planned Income
EIB/EIF loans
Total
Cap
Rev
(Intervention Rate)
Total 1,500,000 1,500,000 0 750,000 50.0000 % 0 0.0000 % 750,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2007 500,000 500,000 0 250,000 50.0000 % 0 0.0000 % 250,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2008 500,000 500,000 0 250,000 50.0000 % 0 0.0000 % 250,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2009 500,000 500,000 0 250,000 50.0000 % 0 0.0000 % 250,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

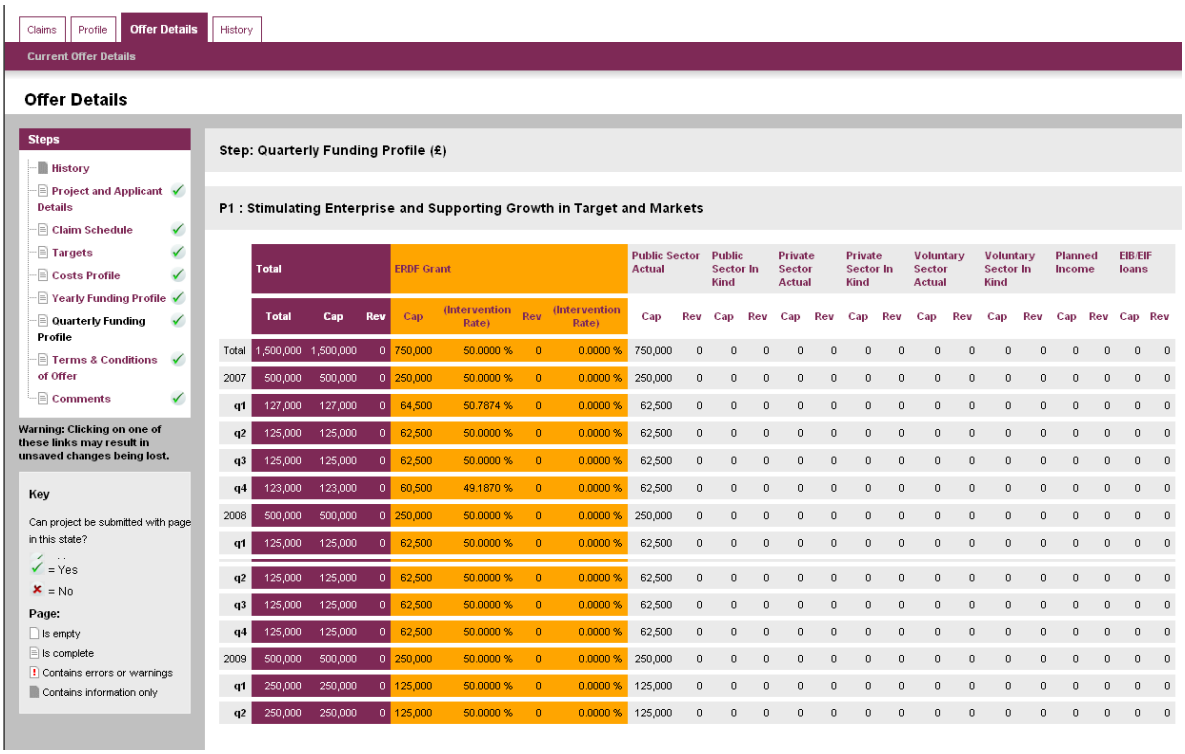
About this screen

This screen shows the sources of funds that the project will draw upon to cover its planned expenditure profiled by year across the lifetime of the project. As well as public, private and voluntary match funding sources, it also displays the ERDF contribution and any anticipated income. The funding profile is contractually agreed between the Intermediate Body and the project applicant and any changes to the match funding component must be reported on the claim.

Quarterly Funding Profile

To display this screen

Click either the **Next Step** button at the bottom of the Yearly Funding Profile page, or on the Quarterly Funding Profile link in the Steps navigation pane.



	Total			ERDF Grant				Public Sector Actual		Public Sector In Kind		Private Sector Actual		Private Sector In Kind		Voluntary Sector Actual		Voluntary Sector In Kind		Planned Income		EIB/EIF loans	
	Total	Cap	Rev	Cap	(Intervention Rate)	Rev	(Intervention Rate)	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev
Total	1,500,000	1,500,000	0	750,000	50.0000 %	0	0.0000 %	750,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2007	500,000	500,000	0	250,000	50.0000 %	0	0.0000 %	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q1	127,000	127,000	0	64,500	50.7874 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q2	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q3	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q4	123,000	123,000	0	60,500	49.1870 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2008	500,000	500,000	0	250,000	50.0000 %	0	0.0000 %	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q1	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q2	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q3	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q4	125,000	125,000	0	62,500	50.0000 %	0	0.0000 %	62,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2009	500,000	500,000	0	250,000	50.0000 %	0	0.0000 %	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q1	250,000	250,000	0	125,000	50.0000 %	0	0.0000 %	125,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
q2	250,000	250,000	0	125,000	50.0000 %	0	0.0000 %	125,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

About this screen

This screen shows the same information as the Yearly Funding Profile broken down by quarter. The ratio of any quarterly ERDF value (capital or revenue) and the total (capital or revenue) expenditure for that quarter determines the quarterly (capital or revenue) intervention rate.

In MCIS, intervention rates may vary from one quarter to the next, but the overall annual intervention rate must match that that is in the agreed Offer Details of the project.
The quarterly profile is not displayed on the offer letter; only the yearly totals have contractual significance.

Terms and Conditions

To display this screen

Click either the **Next Step** button at the bottom of the Quarterly Funding Profile page, or on the Terms and Conditions of Offer link in the Steps navigation pane.

About this screen

This screen shows miscellaneous items that appear on the offer, including the retention rate, and any offer conditions and the date by which they should be fulfilled. It also indicates whether an annual and final audit are required, based on the size of the project.